

A CHECKLIST OF ORGANIZATION OBLIGATIONS TO ADVISERS

	When a faculty member is asked to serve as an adviser, educate him or her about the organization and what the position of adviser will require.
	Give the new adviser an orientation to all the activities of the organization.
	Give notices of meetings to the adviser. When determining a meeting time is set for the semester or the year, set a time convenient for the adviser.
	If executive meetings are established to determine agendas for meetings, invite the adviser. If the advisor is unable to attend, inform him or her as to what is to be discussed and ask the adviser to submit additional items.
	Confirm the appointment of the adviser each year, and be certain the adviser will serve before submitting his or her name.
	Maintain a close relationship with the adviser, and provide opportunities for the adviser to meet as many members as possible.
	Invite the adviser to all events to keep the adviser informed of activities sponsored by the organization. Allow the adviser to be aware of what is happening and to react to the proposed event/activity.
	If situations arise that may cause problems for the organization or any member of the organization, inform the adviser immediately.
	Update the adviser of the financial condition of the organization. This is important for all organizations, but is especially important for organizations receiving funds from student activities fees. The adviser should not be expected to cosign a requisition unless the adviser has evidence of the validity of the documents.
	The adviser should not be committed to any type of obligation unless he or she agrees to the commitment.
	Submit minutes of meetings as well as other materials of the organization to the adviser as these materials are made available to the members.
	Be aware that the adviser is providing services without compensation. Although advisers do not expect special recognition, they like to know their services are appreciated. (A small thank-you note can make a big difference.)
	Discuss any dissatisfaction you may have with the adviser. Make every effort to resolve this. Allow the adviser to discuss her/ his dissatisfactions. If these cannot be resolved, the Office of Student Life and Leadership or the Office of Student Affairs can be asked to mediate.

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	Agree to serve only if you are willing to participate actively in the work of the organization.
	Understand the organization, its purpose and its goals. Help the organization evaluate its purpose and goals and the program it is providing.
	Demonstrate interest in the organization by attending meetings and other functions.
	Develop a close working relationship with the officers and as many members as possible.
	Pay attention to the interactions within the group, be available for complaints from members about the group and serve as arbitrator.
	Inform the group if you are not receiving notices of meetings, minutes or materials.
	When necessary, express dissatisfaction with anything the group is doing or proposing to do. Depending on the situation and the dynamics of the organization, it may be appropriate to do this during a regular meeting or privately. (However, it is important for advisers not to dominate, thus inhibiting, the participation of the students.)
	Accept the opportunity to learn from the organization. Recognize that the individual resources and potential of a group are important. Helping members voice opinions and make decisions is one of the most important services you can render.
	Identify resources outside the group. Be sensitive to opportunities that may help the organization become more productive and effective.
	Provide continuity. In some situations, advisers have been associated with groups longer than any of the members. They can help their organizations understand the history of the organization and provide a perspective that, otherwise, would be lacking.
	Whatever skills you possess, make them available to the group.
	Provide assistance, but do not allow the organization to become dependent. Teach the group how to make good decisions and accept responsibility for the consequences of their actions. Failure can be an effective teacher.
	Be aware of University policies and attitudes of the faculty and administration. Help the organization understand limits, restrictions and avenues for achieving objectives.
	Accompany groups when attending meetings, conferences, conventions or any other activity where the organization is representing the University.