

WORKING WITH YOUR ADVISOR

Advisors are critical to the success of a **student leaders and organizations**. An active and involved **advisor** can help shape a **student leader** and the course of a **student organization**.

What do Advisors do?

- Provide historical information about the organization and the University.
- Act as a liaison with campus departments and offices.
- Offer support and advice to student leaders and organization members.

How can you work best with your advisor?

1. Plan group and executive board meetings at a time when the advisor is able to attend. Be sure to relay the date, time, and place for each meeting.
2. Include an advisor report as a regular part of the meeting agenda.
3. Send the advisor a copy of all minutes within 48 hours.
4. Check with the advisor before scheduling a special meeting.
5. The meet regularly with the advisor to discuss organizational matters and to relay and update information.
6. Invite the advisor to all activities. Don't take their attendance for granted.
7. Seek the advisors opinion and advice when problems come up within the organization. Make use of his/her background and experience regarding the organization and the University. Do not go "over his/her head" or bypass him/her in working out problems and plans. Always discuss items of concern with him/her first.
8. Keep your advisor fully informed of the programs and activities of the organization, and the progress being made in carrying out plans.
9. Extend appropriate courtesies to the advisor at special functions such as dances, banquets, and meetings; and show an appreciation for their support -- through a letter or appropriate comments at meetings and other events.
10. Create an opened line of communication between you and your advisor. Remember it is always better to over communicate.