

Dear Advisors,

Thank you for committing your time and being active facilitators to the clubs and organizations here at Holy Names University! I as well as the students are grateful to you for setting aside time to aid in the development and growth of HNU students. I look forward to working with each of you as we guide students into becoming the future leaders of tomorrow. Remember, student organizations are important catalysts for the learning that happens outside the classroom within the field of leadership.

-Destany Charles | GA for Campus Activities

Responsibilities & Expectations: The organization-advisor relationship is not a one-way street, in that the student organization and its leaders also have responsibilities. These responsibilities include an appropriate level of communication, providing opportunities for advisor interaction, and a commitment to the success of the organization as a whole.

Responsibility to the Student Organization

- *Be familiar with the organization. Read its constitution, learn how it was formed, and understand its expressed mission.*
- *Guide the group in accordance with the goals of the organization and educational mission of the University.*
- *Learn about pertinent University policies and procedures in the handbook and advise officers and general members on adhering to them.*
- *Meet with organization leaders regularly. Assist the group with the development of realistic goals, strategic planning, and training.*
- *Be aware about all plans and activities of the group, including programming, trips, etc.*
- *Review organization finances.*
- *Be present at the events or activities*
- *Encourage student interest in evaluating programs.*
- *Provide insight and assistance with the orientation of newly elected student leaders.*

Responsibility to the Student Leaders

- *Develop opportunities for the personal development of student leaders; encourage more involvement from all individuals.*
- *Be available to the members of the club. At times, they will need advice and guidance. Help individuals balance academic and work commitments with program development.*
- *Meet with club officers on a consistent basis to gain an understanding of the club's progress toward its goals, and learn how you can foster leadership development. If you are unsure how to help, just ask the club leadership and seek support from campus life.*
- *Encourage members to play an active role in the governance of their organization.*
- *Encourage students to reflect on what they have learned from being a part of a student organization.*
- *Help establish traditions and a positive reputation*

Advising Tips

Keep in mind that there is a difference between advising and supervising student organizations. Advisors should encourage, support and be a resource for leaders and the student organization. As an advisor, it is helpful to view your role as a facilitator rather than a supervisor. It is more appropriate and productive for an advisor to be aware of the actions of his/her group, sharing with the group various options of what might be done and encouraging group members to take decision-making roles. Sometimes the hardest thing for an advisor to do

is allow the group to "fail." As an advisor, you then help the group reflect and make meaning of that experience. A key idea to remember is that you are an advisor, not the leader. You provide guidance to students, but you should not be doing the work. Students will learn if they are engaged!

Contact List:

Residence Life Front Desk	(510) 436-1500
Heather French <i>Dean for Student Development & Engagement</i>	(510) 436-1294
Justin Vacca <i>Director of Housing & Residence Life</i>	(510) 436-1442
Amanda Chavez & Allison Winet <i>Graduate Assistant Hall Directors</i>	(510) 436-1251
Leonardo Gonzalez <i>Graduate Assistant for Housing Operations</i>	(510) 436-1441
Xiomara Guillen <i>Administrative Assistant for Student Affairs</i>	(510) 436-1578
Liza Pierre <i>Coordinator for Campus Events and New Student Programs</i>	(510) 436-1356
Destany Charles <i>Graduate Assistant for Campus Activities and New Student Programs</i>	(510) 436-1213
Judy Curtis <i>Director of Counseling & Psychological Services</i>	(510) 436-1530
Jessica Lopez <i>Career Services Intern</i>	(510) 436-1580
Rufino Quicho <i>General Manager for Epicurean food and services</i>	(510) 436-1050
Dana Kirkpatrick <i>Director of Campus Safety</i>	(510) 436-1601
Front Gate	(510) 436-1600
IT Help Desk	(510) 436-1611
Student Success Center	(510) 436-1580
Campus Services	(510) 436-1517
ASHNU	ASHNU@hnu.edu

Be an Educator

While it is important to be a role model, guide reflection and answer questions, it is also important to let the students run the organization. Whether they succeed or fail, it is always good to take some time and discuss what worked well and what did not in any event or situation.

Be a Policy Interpreter

There are many policies and procedures student organizations have to abide by. As an advisor it is helpful to know the processes they need to follow in order to guide them through as they are working toward their goal or event. This will also help them run more efficiently having a resource to go to for questions.

Be a Team Builder

As new members join and new officers are elected, it would be helpful for you to help the group take some time to do team building. This is important because it will help the relationships in the group grow and is a good way to

IMPORTANT INFORMATION!

To Be An Active Club:

CLUB/ORGANIZATIONS MUST:

1. Host 2 events for the campus per semester
2. Complete one act of community service per semester
3. Attend club-related ASHNU meetings
4. Hold meetings monthly
5. Club Presidents serve one year terms and then must be re-elected by their members. Elections should generally be held annually for all club leadership positions.
6. Attend a **MANDATORY** workshop date