



HOLY NAMES  
UNIVERSITY  
*Since 1868*

**Club and Organization  
Advisor Guidelines  
2017-18**

## Responsibilities and Expectations of the Advisor

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 Club and Organization 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,
- 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!

### **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.

### **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 start off the experience as a whole.

## Additional Resources

For more information about your role as an advisor and how to support campus clubs and organizations, contact the Graduate Assistant for Campus Events and Student Activities at [studentactivities@hnu.edu](mailto:studentactivities@hnu.edu).

ACPA, one of the leading professional associations in the student affairs field, has created a manual for advisors to student organizations that can be viewed here:

<http://www.myacpa.org/sites/default/files/acpaadvisormanual.pdf>