

Quick Tips

In order for a group to charter with the University of New Mexico, it must have an advisor who is a member of the faculty or professional staff of the University. If you have questions about eligibility, contact the Student Activities Center.

A general advisor manual can be downloaded at:

www.myacpa.org/comm/student/documents/acpaadvisormanual.pdf

ADVISING IS AN INDIVIDUAL EXPERIENCE. THE ADVISOR GETS BACK WHAT HE/SHE PUTS IN!

There are many **benefits** associated with becoming an advisor to a student organization. Here are some:

- Satisfaction of seeing and helping students learn and develop new skills
- Watch a group come together to share common interests and work toward common goals and an understanding of differences
- Develop a personal relationship with students
- Further personal goals or interests (by choosing a group that reflects one's interests)
- Share one's knowledge with others
- Contribute to a student's positive college experience

Leader Hints:

are available on the following topics

- Agendas
- Advising Groups
- Budgeting
- Co-Sponsorship
- Community Service
- Conflict Resolution
- Constitution and Bylaws
- Delegation
- Difficult Members
- Elections
- Event and Program Planning
- Fundraising
- Goal Setting
- Group Performance Evaluation
- Icebreakers
- Individual Evaluation
- Meetings and Minutes
- Motivation
- Newsletters
- Officer Transition
- Parliamentary Procedure
- Publicizing Events
- Recruiting New Members
- Retreats
- Starting a New Organization
- Stress Management
- Team Building
- Time Management

Leader Hints is a publication of the University of New Mexico Student Activities Center. Copies are available at the Student Activities Center, SUB Room 1018. For more information, call 277-4706.

Some of the information in this brochure was compiled from leadership materials from the University of Texas at San Antonio and the University of Kansas.

Leader Hints

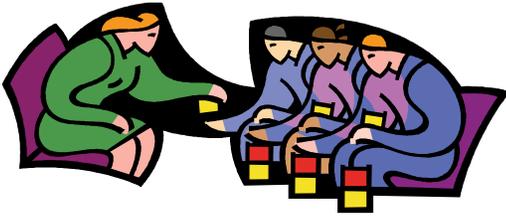
Leadership Development Tips
for Student Organizations

Advising Groups



ADVISING RESPONSIBILITIES

The specific roles and responsibilities of an advisor will vary from group to group and from advisor to advisor, but the following presents a list of general responsibilities an advisor may have.



LEADERSHIP DEVELOPMENT: Through personal interaction and program development, the advisor can play a significant role in furthering leadership development and personal growth of members, as well as identifying new leaders for the organization. Some specific developmental areas the advisor may enhance are interpersonal /communication skills, planning skills, and organizational skills.

CONSULTATION: The advisor may meet regularly with officers/chairpersons concerning activities and may be actively aware of and involved in projects and events being planned. Through continued open interaction where ideas can be expressed freely, the advisor may serve as a resource person to point out new perspectives and guide the group toward activities and individual performance worthy of a major university.

CONTINUITY: The turnover of officers and members is often frequent, and at times the only link with the past is the advisor. The advisor may orient new officers and members to the history and purpose of the group and/or help them build upon it. The advisor may also play an important role in helping members look toward the future by developing long-term goals and communicating those plans to future members.

PERSONAL ASSISTANCE: The interaction between advisor and member may provide a unique opportunity to assist individuals with problems. Knowledge of campus and community resources enables the advisor to make appropriate referrals.

ASSISTANCE WITH UNIVERSITY POLICIES: As a representative of the University and as the liaison to the group, the advisor is in a position to assist the organization in finding campus policies that govern their activities. The advisor should be familiar with the organization's constitution and bylaws, the Chartered Student Organization Policy and other campus policies. For assistance with finding pertinent policies contact the Student Activities Center.

SUPERVISION: The advisor's responsibility is both to the University and to the organization, keeping the best interests of both in mind. In a well-run group, the advisor's supervisory role may be minimal or nonexistent and the advisor may only need to intervene to prevent the violation of public or institutional policy. Supervision may also consist of coaching individuals in their duties as officers or group leaders.

FINANCIAL SUPERVISION: Each organization is expected to elect a treasurer and the advisor may work with this individual to insure accurate record keeping and money management. Student Government Ac-

counting Staff are available to assist any treasurer or advisor with financial practices, policies, and record keeping.

ORGANIZATION RECORDS: Maintenance and accessibility of records and minutes are important to the functionality of most groups. The advisor may choose to store records and make them available to new officers, or guide the group in organizing and keeping records. Records may also be deposited with the University Archives for long term storage and safe-keeping. Additionally, organizations may apply for office, work station, mailbox, or locker space in the SUB when other office spaces and/or office services are not available.

RISK MANAGEMENT: One of the responsibilities of an advisor is to see that the activities of the organization constitute no legal liability to the organization (i.e. that activities are properly planned, supervised, safely conducted, and adhere to campus regulations with civil law). An advisor should also help the group evaluate its activities to determine whether they justify the time, abilities, energy, and resources devoted to them. The advisor is expected to encourage responsibility in advising campus policies and procedures.

ORGANIZATION: The advisor may attend some or all regular and special meetings of the organization to be informed about group activities, be available for consultation and/or introduce ideas and suggestions.

