

TIPS FOR ADVISING

Consider the following tips to help make advising more efficient for you and allow you to be more helpful to students.

- Attend meetings and events regularly.
- Be open to communicating with members and officers.
- Promote Cooperation rather than competition.
- Assist in Developing long term goals.
- Encourage discussion of relevant issues.
- Foster a relationship of trust with students.
- Be a Good listener.
- Help officers improve leadership skills.
- Discourage Inappropriate ideas.
- Don't Judge students.
- Kick-start enthusiasm.
- Let members know expectations and roles.
- Meet regularly with organization leaders.
- Notice organization and member accomplishments.
- Keep your sense of humor.
- Praise publicly, criticize privately.
- Be accessible and available for any Questions.
- Report any Title IX concerns as a Campus Security Authority.
- Strict – No, laissez-faire – No, middle ground – Yes.
- Avoid Taking sides and remain objective.
- Understand the goals of the organization.
- Be a Valuable resource.
- Turn “What should we do?” into “what are you going to do?”
- Develop and use constitutional expertise.
- Provide reasons for your suggestions.
- Go to your organization for help. It builds confidence and team morale.

Adapted from Advisor's Handbook 2008-2009 "A Guide to Advising Student Organizations" from the University of South Carolina.



DOS AND DON'TS OF ADVISING

DO...

- Provide assistance regarding questions when members are not available.
- Make suggestions when the group is about to go off the deep end.
- Work closely with the President to give insight and feedback.
- Stand up for the ideas of the organization even if you don't agree with them.
- Do attend events (for at least part of the time) of the organization to show your support.
- Do spend extra time with members when you know the organization needs you—specifically when they are putting on a major program.
- Let people know when you will be out and when you will be back in the office.
- Ask to be kept informed of what is taking place.
- Do know, understand, and inform on University policies.
- Allow the organization to make financial decisions.
- Meet with specific officers on a regular basis.
- Be flexible. (students don't have their own office and also have busy schedules)
- Hold members accountable for their own goals.
- Ask for input from students.
- Keep key students informed about decisions of the administration.
- Remember students have classes and studying to do.

DON'T...

- Be the first person people go to for questions/decisions.
- Keep the group from making mistakes. (this is how they learn)
- Tell the President what to do. (the President is the leader, not you)
- Represent your personal views as those of the organization.
- Plan the events and run them.
- Stay late just because members failed to get their own work done.
- Tell people all of your business if you don't want them to know. (it is not their business)
- Demand that everything needs to be "approved" if it doesn't.
- Censor correspondence. (there are few exceptions)
- Be a stickler for rules. (find loopholes when appropriate)
- Let the organization blow their money away.
- Always expect a meeting every week at the same time.
- Fail to hold members responsible. (they can at least call if they can't make a meeting)
- Make goals on members' behalf.
- Make a decision without contacting or trying to contact the appropriate officers.
- Think that students' "wants" always need to be met.
- Think that everyone needs to know the details of administrative decisions.
- Let students use school as a "regular" excuse for not getting work done. (if they don't have time, don't be in the organization)