

RESPONSIBILITIES OF MEMBERS TO THEIR ADVISOR

An advisor should be recognized as an integral part of the group; he/she is not a member. Therefore, additional courtesies and considerations should be extended to him/her. An advisor should be welcomed at all meetings and social events, and thanked for coming at the close of the event.

Group and executive board meetings should be planned at a time when the advisor is able to attend.

1. Be sure to relay the date, time, and place for each meeting.
2. Have an advisor report as a regular part of the meeting.
3. Send the advisor a copy of the minutes.
4. Check with the advisor before scheduling a special meeting.
5. The president of the group should meet regularly with the advisor to discuss organizational matters and to relay and update information.

- The group should inform their advisor of all organizational activities and extend an invitation to him/her to attend.
- An organization should ask their advisor for his/her opinion and advice when problems or issues come up within the organization. Make use of their background and experience within the organization and the university. Do not go “over his/her head” or by-pass them in working out problems or plans. Always talk over plans with him/her first.
- Organizational officers must keep their advisors fully informed of the programs and activities of the organization, and the progress being made in carrying out plans. An organization should take into consideration that their advisor has other responsibilities (i.e. family, home, job) and they cannot always give the organization his/her undivided attention.
- Group members should work on good communication between themselves, the organization and their advisor. Let him/her know when he/she is appreciated and has done something positive for your group. The group should be prepared to let their advisor know how he/she may improve in order to advise you better.
- Show appreciation for your advisor’s services by thank you notes, appropriate comments at meetings and other occasions and by personal thanks. Remember that advisors have birthdays and celebrate holidays. Let your advisor know that he/she is important to you and is appreciated.
- Make sure your advisor is comfortable with the role they play. Sometimes it may be necessary to find a secondary advisor to assist the primary advisor in their responsibilities. Since the primary advisor has their personal responsibilities as well, a secondary advisor will be able to help take some work off the primary advisor’s plate.

Adapted from “On Being an Advisor”
by Marilyn Kritzman— Western
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