



## The Care and Feeding of Advisors

### Overview

At UC Davis your club is not required to have an advisor, but it is strongly encouraged and recommended. Advisors may be UC Davis staff, faculty, or community members.

### Purpose

Advisors can provide the continuity of information and expertise that might otherwise be lost with the shifting student population. They can supply information that will enable the organization to avoid past mistakes and capitalize on the successes. Give them a real sense of belonging . . . that they are honestly needed . . . because they are!

### Facts About Advisors

Advisors volunteer to work with student organizations because they want to do it, and because they feel they can make a contribution to the organization's success. Advisors are human.

#### *The Student Organization Can Help The Advisor By:*

- Making clear the role they would like the advisor to take in the organization (See **Activity** below)
- Keeping the advisor informed of the organization's plans and problems.
- Making use of their background of experience with the organization and the campus.
- Working out tentative solutions to problems before going to them whenever possible.
- Observing lines of responsibility. Don't go "over their head" or bypass them entirely.
- Taking the initiative in arranging for regular executive committee meetings with the advisor.
- Inviting them to all activities. Don't take their attendance for granted.
  - Do they attend "free"?
  - Are their families invited?
- Making them feel like a member of the organization.
- Showing an appreciation for their services -- by a letter, by appropriate comments at meetings and other occasions, and by nominating them for campus awards.
- Asking their advice! Ask them to be a "sounding board" for various ideas.
- Reviewing feelings with them concerning their role as advisor.
  - Are they enjoying working with the organization?
  - Would they like to change their advisory role in some way?
- Making sure they have an updated constitution and by-laws of the organization.

### UC Davis Policy on Advisors

#### *Advisors may:*

- Provide information/advice to the group;
- Participate in orienting and training new members and officers;
- Attending group meetings; and
- Participate in discussions

#### *Advisors may not:*

- Select members (but may participate in selection discussion);
- Determine or direct the group's programs, goals, or performances;
- Control the group's finances;
- Vote;
- Hold office;
- Reserve campus facilities or represent the group to the University or community.



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### Activity

Listed below are some possible expectations student leaders may have of their advisor. The advisor and leaders should each respond to the following items then discuss answers and resolve differences. For some items, which are determined not to be the responsibility of the advisor, it would be valuable to clarify which officer will assume that responsibility.

For each of the statements, determine whether the function is:

- 1- **Essential** for the advisor to do
- 2- Helpful for the advisor to do
- 3- Nice, but advisor does not have to
- 4- Would prefer the advisor not do
- 5- Absolutely not an advisor's role

### The Advisor Should:

- \_\_\_\_\_ 1. Attend all general meetings
- \_\_\_\_\_ 2. Attend all executive committee meetings.
- \_\_\_\_\_ 3. Call meetings of the executive committee when he/she believes it is necessary.
- \_\_\_\_\_ 4. Explain College policy when relevant to the discussion.
- \_\_\_\_\_ 5. Explain College policy to the executive committee and depend upon the officers to carry them out through their leadership.
- \_\_\_\_\_ 6. Explain university policies to the entire membership at a general meeting once a year.
- \_\_\_\_\_ 7. Schedule an appointment with the president/chairperson before each meeting.
- \_\_\_\_\_ 8. Help the president prepare the agenda before each meeting.
- \_\_\_\_\_ 9. Serve as parliamentarian for the group.
- \_\_\_\_\_ 10. Speak up during discussion when he/she has relevant information.
- \_\_\_\_\_ 11. Speak up during discussion when he/she believes the group is likely to make a poor decision.
- \_\_\_\_\_ 12. Remain quiet during general meetings unless asked for advice.
- \_\_\_\_\_ 13. Exert his/her influence with officers between meetings.
- \_\_\_\_\_ 14. Take an active part in formulating the goals of the group.
- \_\_\_\_\_ 15. Initiate ideas for discussion when he/she believes they will help the group.
- \_\_\_\_\_ 16. Be one of the group - except for voting, holding office, and conducting business on behalf of the group.
- \_\_\_\_\_ 17. Attend all group activities.
- \_\_\_\_\_ 18. Review group finances with the treasurer commitments are made.
- \_\_\_\_\_ 19. Request to see the treasurer's books at the end of each quarter.
- \_\_\_\_\_ 20. Check the secretary's minutes before they are written in final form.
- \_\_\_\_\_ 21. Check all official correspondence before it is sent.
- \_\_\_\_\_ 22. Get a photocopy for all official correspondence.
- \_\_\_\_\_ 23. Be custodian for all group paraphernalia, records, etc. during the summer and between



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transition of officers.

- \_\_\_\_\_ 24. Keep the official files in his/her office.
- \_\_\_\_\_ 25. Inform the group of infractions of their bylaws, codes and standing rules.
- \_\_\_\_\_ 26. Keep the group aware of its stated objectives when planning events.
- \_\_\_\_\_ 27. Mediate interpersonal conflicts that arise.
- \_\_\_\_\_ 28. Be responsible for planning leadership skills workshops.
- \_\_\_\_\_ 29. State what his/her advisor responsibilities are, or as he/she sees them, at the first meeting of the year.
- \_\_\_\_\_ 30. Let the group work out its problems, including making mistakes and "doing it the hard way."
- \_\_\_\_\_ 31. Insist on an evaluation of each activity by those students responsible for planning it.
- \_\_\_\_\_ 32. Take the initiative in creating teamwork and cooperation among the officers' group.
- \_\_\_\_\_ 33. Let the group thrive or decline on its own merits; do not interfere unless requested to do so.
- \_\_\_\_\_ 34. Be available to assist the group in any conflicts with members of the university staff.
- \_\_\_\_\_ 35. Be familiar with College facilities, services and procedures that affect group activities.
- \_\_\_\_\_ 36. Recommend programs, speakers, etc.
- \_\_\_\_\_ 37. Take an active part in the orderly transition of responsibilities between old and new officers at the end/start of the year.
- \_\_\_\_\_ 38. Advise the group to cancel any activities when s/he believes they have been inadequately planned.

**Please add any other expectations you have for the advisor's role:**