



Albion College

Office of Campus Life

CAMPUS LIFE STAFF

SHARESE SHANNON MATHIS - ASSISTANT DEAN FOR CAMPUS LIFE - EMAIL: SMATHIS@ALBION.EDU - PHONE: 517-629-0433
OVERSEES: CAMPUS LIFE OFFICE, PRIMARY ADVISOR OF STUDENT ORGANIZATION BUDGETS

JENNIFER YAWSON - DIRECTOR FOR CAMPUS LIFE - EMAIL: JYAWSON@ALBION.EDU - PHONE: 517-629-0433
OVERSEES: CAMPUS LIFE STUDENT EMPLOYEES, B.E.L.L. LEADERSHIP PROGRAMMING, KELLOGG CENTER BUILDING MANAGER

ELIZABETH NETCHER - ASSISTANT DIRECTOR FOR CAMPUS LIFE - EMAIL: ENETCHER@ALBION.EDU - PHONE: 517-629-0433
OVERSEES: ALL STUDENT ORGANIZATIONS, VOTING INITIATIVES FOR THE COLLEGE, PRIMARY ADVISOR FOR UNION BOARD

KRISTINA CRAWFORD - COORDINATOR FOR CAMPUS LIFE - EMAIL: KACRAWFORD@ALBION.EDU - PHONE: 517-629-0433
OVERSEES: CONTRACTS, PROCUREMENTS, OFFICE SOCIAL MEDIA, BUDGET PURCHASING

HAYLEY HILL - VICTIM ADVOCATE - EMAIL: HLHILL@ALBION.EDU - PHONE: 517-629-0613
THE ROLE OF THE VICTIM ADVOCATE IS TO PROVIDE NONJUDGMENTAL, CONFIDENTIAL SUPPORT TO SURVIVORS OF INTERPERSONAL VIOLENCE.
THE VICTIM ADVOCATE IS SPECIALLY TRAINED TO HELP STUDENTS NAVIGATE OPTIONS AND SERVICES ON CAMPUS AND IN THE COMMUNITY.



Why be an advisor?

Advising student organizations provides many rewards. It allows both faculty and staff who advise student organizations the opportunity to interact with students in a different context. It also offers students the ability to learn in a co-curricular environment.

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

- The satisfaction of helping students learn and develop new skills
- Watching a group come together to share common interests and work toward common goals and an understanding of differences
- Developing a personal relationship with students
- Furthering personal goals or interests by choosing to work with an organization that reflects one's interests



What is an advisor?

The student organization advisor plays a vital role in the success and development of a student organization. But what are the actual duties of the advisor? Each advisor perceives their relation to a student organization differently. Some advisors play very active roles, attending meetings, working with student officers, and assisting in program planning and development. Others maintain a more distant relationship to the organization. It is expected that each advisor will maintain regular contact with their organization. An advisor accepts responsibility for keeping informed about activities of the organization and for advising officers of the organization on the appropriateness and general merits of policies and activities. The following are just a few of the roles that an advisor may play in the mentorship and consultation of the student organization.

Mentor

Mentoring can be defined as a one-on-one relationship based on a modeling behavior and on an extended shared dialogue. A mentor is both a formal and informal relationship in which the advisor assists in the development and leadership skills of a student.

Follower

An effective advisor knows when to lead and when to follow. This is not to suggest a passive role in the activities of the organization. One of the issues of leadership is dealing with those who he or she leads. If the followers refuse to follow, there is no leadership. The advisor can prove to be a strong resource in developing a student's leadership abilities in this capacity.

Supervisor

The supervisory role of advisors involves six components: team building, performance planning, communication, awareness, self-assessment, and formal evaluation. These components are all integral to an organization's success. There is, however, an important distinction that needs to be made with this role. The advisor should be familiar with the various aspects of this role, not solely responsible for team building, performance planning, etc., with you being a resource or idea sounding board.

Teacher

Research suggests that it is not the number of hours teaching or advising students that is most crucial to student development, but rather the quality of the contact. Students learn a tremendous amount from advisors through informal interaction, and through organizational activities outside of regular meetings.

Facilitator

Students become involved in organizations to develop leadership skills, and advisors should take stock in assisting and directing that development. To reiterate, the advisor should not be responsible for the organizational leadership. The president and other executive officers should claim this role. Student leaders should lead and advisors should advise within the framework of the organizational hierarchy. The student will develop and grow through grappling with the issues of leadership; the advisor should assist this development.

Duties of an Advisor

1. Explain and support the college's policies and procedures, as detailed in the Student Handbook.
2. Be responsible for encouraging leadership development within your leadership team (recommend Leadership training opportunities when they arise).
3. Be familiar with Campus Life offerings and college resources (Information Technology, printing services, Pleiad, Albion Today).
4. Encourage the student organization leadership team to develop programs and events that add to the educational mission of the college.
5. Help maintain continuity from year to year by reviewing the student organization's constitution, by-laws, and goals setting by the leadership team.
6. Encourage and assist the leadership team in creating a hospitable environment fostering an acceptance and diversity of people, opinions, and experiences.
7. You have the right to postpone a publication or event, if you deem it inappropriate, until it is brought before the Student Development Senior Leadership.
8. Actively assist in the orderly transition of responsibilities between old and new leadership.
9. Sign-off on finances and forms.



Expectations of an Advisor

So how do faculty and staff members know what is expected of them if they are to become a group's advisor? We strongly recommend the advisor and the current leaders of the organization have a meeting to discuss this exact matter.

Some topics might include:

- History of the organization
- Current state of the organization
- Current organization members share what they need from an advisor
- Current organization members share what they want from an advisor
- Advisor shares what they need from the organization members
- Advisor shares how they would like information communicated to them
- Organization's constitution
- Organization's budget/finances

Ideally, this discussion would happen every year between the advisor and the new leadership within the student organization. An active and knowledgeable advisor can often aid in the transition process of a group's leadership. The conversation also provides an opportunity for both parties to have continued knowledge of expectations held for one another.

Advisor's Self-Evaluation Checklist

This form is an example of how to set up expectations. It is in no way a requirement. Please answer the following questions as they relate to your role as a student organization advisor. Fill in the blanks in front of each question using the following scale:

5 = all the time 4 = most of the time 3 = some of the time 2 = almost never 1 = never

_____ I actively provide motivation and encouragement to members.

_____ I know the goals of the organization.

_____ I know the group's members.

_____ I attend regularly scheduled executive board meetings.

_____ I attend regularly scheduled organizational meetings.

_____ I meet regularly with the officers of the organization.

_____ I attend the organization's special events.

_____ I assist with the orientation and training of new officers.

_____ I help provide continuity for the organization.

_____ I confront the negative behavior of members.

_____ I understand the principles of group development.

_____ I understand how students grow and learn.

_____ I understand the principles that lead to orderly meetings.

_____ I have read the group's constitution and by-laws.

_____ I recommend and encourage without imposing my ideas and preferences.

_____ I monitor the organization's financial records.

_____ I understand the principles of good fund raising.

_____ I understand how the issues of diversity affect the organization.

_____ I attend conferences with the organization's members.

_____ I know the steps to follow in developing a program.

_____ I can identify what members have learned by participating in the organization.

_____ I know where to find assistance when I encounter problems I cannot solve.

Expectations of a Student Organization

The responsibilities of Student Organizations to their advisor include, but are not limited to:

- Establishing and sharing a job description for the advisor that clearly defines his/her responsibilities and anticipated lines of communication anticipated.
- Notifying the advisor of all meetings, activities, and programs. Establishing an attendance schedule at organization meetings, which is mutually agreed upon by the advisor and the student organization.
- Providing copies of meeting minutes in a timely manner.
- Meeting regularly with your advisor to discuss organization matters.
- Consulting the advisor prior to making significant changes to the structure of the Organization.
- Consulting the advisor when any significant organization policy changes are made.
- Allowing the advisor to share their thoughts and ideas.
- Showing respect and value for the advisor whom the organization chosen to serve as guide and mentor.
- Considering all advice and guidance provided with an open mind and a sincere interest for improvement of daily operational and special event/activity needs.



Advisor/Student Evaluation and Feedback Tool

This form is an example of how to set up expectations. It is in no way a requirement. Please take 15-20 minutes to share your thoughts on the questions and statements listed below. Your feedback is valuable to my development as an advisor.

Please use a scale of 5-1 to rate your answers, 5 being the best score.

1. I am satisfied with the amount of time our advisor spends with our group. 5 4 3 2 1 Comments:
2. I am satisfied with the quality of time our advisor spends with our group. 5 4 3 2 1 Comments:
3. I am satisfied with the amount of information our advisor shares with our group. 5 4 3 2 1 Comments:
4. I am satisfied with the quality of information our advisor shares with our group. 5 4 3 2 1 Comments:
5. Our advisor is familiar with the goals of our group. 5 4 3 2 1 Comments:
6. Our advisor advises our group in a way consistent with our goals. 5 4 3 2 1 Comments:
7. Our advisor adjusts his/her advising style to meet our needs. 5 4 3 2 1 Comments:
8. Our advisor is a good listener. 5 4 3 2 1 Comments:
9. Our advisor understands the dynamics of our group. 5 4 3 2 1 Comments:
10. Our advisor role models balance and healthy living. 5 4 3 2 1 Comments:
11. Our advisor challenges me to think. 5 4 3 2 1 Comments:
12. Our advisor allows me room to make and execute decisions. 5 4 3 2 1 Comments:

Additional Comments (use the back of this sheet if necessary)

Setting Expectations Form

In order to help facilitate expectations, the following form is designed to help advisors and student officers determine a clear role for advisors in matters pertaining to student organizations.

Directions: The advisor and each officer should respond to the following items, then meet to compare answers and discuss any differences. For any 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 statement, respond according to the following scale:

1=Essential for the advisor

2=Helpful for the advisor to do

3=Nice, but they don't have to

4=Would prefer not to do

5=Absolutely not an advisor's role

Setting Expectations Form

1. Attend all general meetings _____
2. Store all group paraphernalia during the summer and between changeover of officers _____
3. Attend all executive committee meetings _____
4. Keep official file in his/her office _____
5. Attend all other organizational activities _____
6. Inform the group of infraction of its bylaws, codes and standing rules _____
7. Explain college policy when relevant to the discussion _____
8. Keep the group aware of its stated objectives when planning events _____
9. Help the president prepare the agenda before each meeting

10. Mediate interpersonal conflicts that arise _____
11. Serve as a parliamentarian of the group _____
12. Be responsible for planning a leadership skill workshop _____
13. Speak up during discussion _____
14. State perceptions of his/her role as advisor at the beginning of the year _____
15. Be quiet during general meetings unless called upon _____
16. Let the group work out its problems, including making mistakes

17. Assist organization by signing forms only _____
18. Insist on an evaluation of each activity _____
19. Attend advisor training offered by the college _____
20. Take the initiative in creating teamwork and cooperation among officers _____
21. Speak up during discussion when he/she has relevant information or feels the group is making a poor decision _____
22. Let the group thrive or decline on its merits; do not interfere unless requested to do so _____
23. Take an active part in formulation of the creation of group goals _____
24. Represent the group in any conflicts with members of the college staff _____
25. Indicate ideas for discussion when he/she believes they will help the group _____
26. Be familiar with college facilities, services, and procedures for group activities _____
27. Be one of the group except for voting and holding office _____
28. Recommend programs and speakers _____
29. 15. Request to see the treasurer's books at the end of each semester _____
30. Take an active part in the orderly transition of responsibilities between old and new officers _____
31. Check the secretary's minutes before they are distributed _____
32. Cancel any activity when he/she believes it has been inadequately planned _____
33. Receive copies of official correspondence _____

Student Organization Officer Roles

The roles and responsibilities of leadership in a student organization are outlined in the organization's constitution. However, this is just a general outline of the responsibilities and roles an officer usually has. Each student organization officer should have the freedom to personalize their office, but feel free to use this as a guide of the basic responsibilities leadership roles often have:

Role of the President *Some Potential Responsibilities:*

Presides at all meetings of the organization

Calls special meetings of the organization

Schedules all practices, classes, and other activities of the organization

Obtains appropriate facilities for organization activities

Prepares and files any report required

Appoints committee chair people

Completes annual Recognition Forms

Attends Recognized Student Organization Meetings

Represents organization at official functions

Maintains contact with organization advisor

Maintains contact with organization alumni

Maintains contact with affiliated department or section

Maintains contact with national organization

Remains fair and impartial during organization decision making processes

Votes in cases where there is a tie

Coordinates Organization elections

Student Organization Officer Roles Cont.

Role of the Vice President *Some Potential Responsibilities:*

Assume the duties of the President as needed

Serve as an ex-officio member of standing committees

Plans officer's orientation and organizational retreats

Coordinates organizational recruitment efforts

Represents organization at official functions

Remains fair and impartial during organizational decision making processes

Coordinates organization elections

Role of the Secretary *Some Potential Responsibilities:*

Keeps a record of all members of the organization

Keeps a record of all activities of the organization

Keeps and distributes minutes of each meeting of the organization

Creates and distributes agendas for each meeting of the organization

Notifies all members of meetings

Prepares organization's calendar of events

Schedules all practices, classes, and other activities of the organization

Obtains appropriate facilities for organization activities

Prepares and files any report required

Handles all official correspondence of the organization

Manages organization office space

Collects organization mail from the advisor or wherever mail is received

Represents organization at official functions

Remains fair and impartial during organization decision making process

Coordinates organization elections

Student Organization Officer Roles Cont.

Role of the Treasurer *Some Potential Responsibilities:*

Keeps all financial records of the organization

Pays organization bills

Collects organization dues

Prepares and submits financial reports to the members

Prepares an annual budget

Prepares all budget requests for funds

Is familiar with accounting procedures and policies

Advises members on financial matters (i.e. vendors, ticket selling procedures)

Coordinates fund raising drive

Represents organization at official functions

Remains fair and impartial during organization decision making processes

Other possible positions: Parliamentarian, Activities Director, Recruitment / Retention Director, Academic Coordinator, Liaisons, Community Service Director, etc.

Officer Transition

One of the most important functions of an advisor is to assist in the transition from one set of organization officers to the next. As the stability of the organization, the advisor has seen changes, knows what works and can help maintain continuity. Investing time in a good officer transition early on will mean less time spent throughout the year nursing new officers through the quarter.

The key to a successful transition is making sure new officers know their jobs BEFORE they take office. Expectations should be clearly defined. There are a number of ways to conduct the officer transition. The following examples demonstrate two commonly used methods:

The Team Effort

The team effort involves the outgoing-officer board, the advisor, and the incoming officer board. This method involves a retreat or series of meetings where outgoing officers work with incoming officers on:

1. Past records/notebooks for their office and updating those together.
2. Discussion topics should include:
 - Completed projects for the past year.
 - Upcoming/incomplete projects.
 - Challenges and setbacks.
 - Anything the new officers need to know to do their job effectively.

The Team Effort Cont.

The advisor's role may be to:

- Facilitate discussion and be a sounding board for ideas.
- Organize and provide the structure of a retreat.
- Offer suggestions on various questions.
- Refrain from telling new officers what they should do.
 - “Fill in the blanks.” If an outgoing officer doesn't know how something was done, or doesn't have records to pass on to the new officer, you can help that officer by providing the information he or she doesn't have.

The structure of a team effort retreat can take many forms. The advisor's role in this process is to provide historical background when needed, help keep goals specific, attainable and measurable and provide advice on policies and procedures.

One-on-One Training, Advisor with Officers

While it is ideal to have the outgoing officer team assist in training the incoming officers, often it is left up to the advisor to educate the incoming officers. In that situation, there should be a joint meeting of the new officers. After that meeting, the advisor should meet individually with each officer; examine the notebook of the previous officer (or create a new one).



One-on-One Training, Advisor with Officers Cont.

Things to include in a new notebook:

1. Any forms the officers may need to use
2. Copies of previous meeting agendas
3. A copy of the organization's constitution and bylaws

Talk about what the officers hope to accomplish in the forthcoming year. Assess the officer's role in the organization. What are the expectations of each position? What are the student's expectations of the position and his/her goals?



Liability and Risk Reduction

As an advisor of a student organization, you are the college's representative regarding the organization's activities. As such, you are expected to give reasonable and sound advice to your organization about programs, use of facilities, and operational procedures. If you have reason to question an action taken by the organization, express your concern directly to the organization.

There is no way to completely eliminate risk and legal liability associated with a program or event. There are ways to reduce risk and provide a safer environment for program participants. Here are some tips:

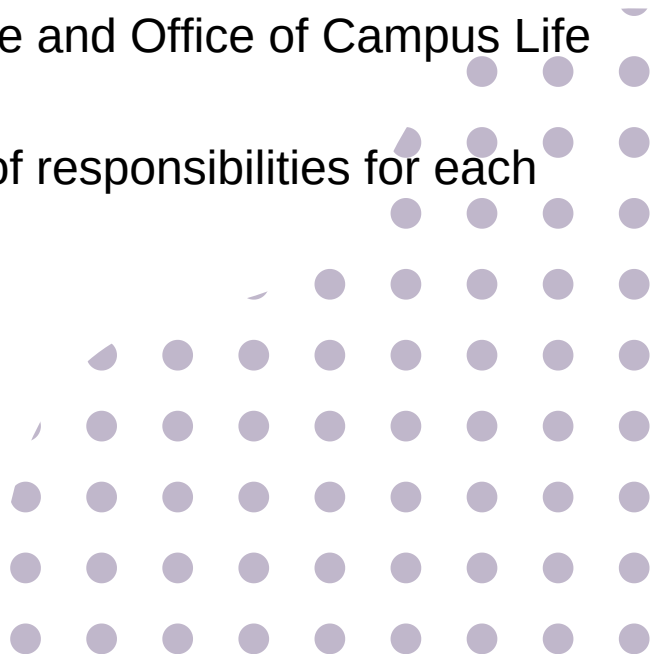
- Clarify the expectations of participants
- Identify specific risks involved with the event (physical/psychological risk and liability)
- Assess the capability of the group to manage risk
- Develop a plan of action in reducing risk
 - Preparing liability waivers
 - Providing advanced training
 - Hiring a third party
 - Canceling the event if conditions are too dangerous or if the group is not prepared to assume full responsibility for the risk involved

If you have concerns about a situation unique to your organization, please contact **Campus Safety Director - Kenneth Snyder** (kesnyder@albion.edu) or **Campus Life** (campuslife@albion.edu)

Best Practices in Advising Student Organizations

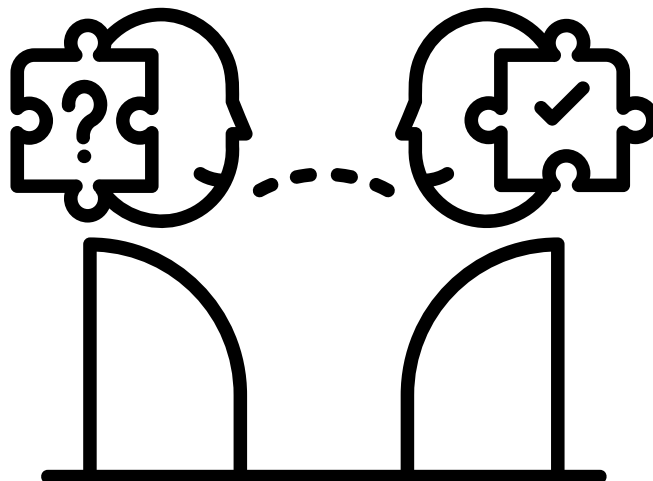
Every student organization will differ and may require a different approach by the advisor. The following information can serve as tips and resources for advising your student organization.

- In the beginning of the advising relationship, agree on clear expectations about the role of the advisor and the role of the student organization. Discuss mission, vision, and purpose of organization and reach a consensus.
- Be familiar with the organization's constitution and/or bylaws.
- Meet regularly – best practice is meet minimum once a month with the President/Vice President, if not the entire organization.
- Get to know the members, attend events when you can, and make yourself available so that they know who you are.
- Be knowledgeable of College and Office of Campus Life policies.
- Assist in the establishment of responsibilities for each officer and member.



Best Practices in Advising Student Organizations Cont.

- Develop a strong relationship with the president and other leaders. These students will be your main connection within the organization.
- Offer feedback and constructive criticism to leaders.
- Be honest and open with all communication. The students need to know that they can trust you and that you have their best interest at heart.
- Realize that you have the power of persuasion, but use this judiciously. The students sometimes need to learn how to fail. Know the balance between failure and success when it ultimately affects the student organization's success long-term.
- Help the organization see alternatives and provide an outside perspective.
 - Find a balance between being the strict naysayer and the laissez-faire friend. The students must feel that you are supportive of them and yet that you will hold them accountable.



Common Student Organization Issues

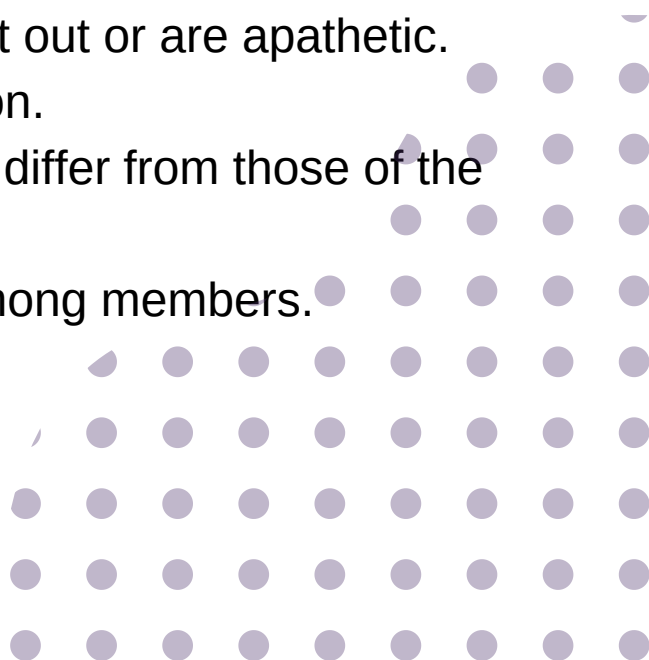
The following are a list of student organization issues that an advisor may have to solve. This list is in no way comprehensive and Campus Life can always assist with finding solutions.

Leadership Problems

- The leader does not consult with the organization before making significant decisions.
- The leader appears to lack self-confidence, is non-assertive, and lacks interest in organization.
- A rivalry exists between leaders in the organization.
- The leader has work overload, and too many time-conflicts.

Membership Problems

- Low attendance at meetings.
- Members have low satisfaction and morale, are bored, do not communicate well, feel left out or are apathetic.
- Members compete for attention.
- An individual member's goals differ from those of the organization.
- There exists a lack of trust among members.
- Programs fail.
- There is a lack of ideas.



Common Student Organization Issues Cont.

Organizational Problems

- Meetings are disorganized.
- Meetings are too long.
- The organization suffers from financial problems.
- There is no continuity from one year to the next.
- The organization has no "plan of action".
- Inner-organization problems
- Disagreement between an organization and other student organizations.
- Disagreement with institutional policies and procedures.

Advisor Problems

- Organization members avoid the advisor.
- Organization members do not pay attention to advisor's advice.
- The advisor is overwhelmed by their responsibility.
- The advisor assumes a leadership function.



Advisor Transition

If, for whatever reason, you decide to leave your role as the organization's advisor we recommend the following:

- Inform the leaders of the student organization as soon as possible of the date you will leave your role since the organization will need to find a new advisor.
- Let the organization know what you believe it needs in an advisor. This will assist in their search for a replacement.
- Pass on your experience with the organization to the new advisor (success and challenges, suggestions for goals, etc.).



Using Engage

Engage (<https://albion.campuslabs.com/engage/>) is the software platform that Campus Life uses to host nearly all submissions needed for student organizations. This is a platform that all students can access. All students have the ability to view events by student organizations coming up, view all currently registered student organizations, and find the contact information for leaders of student organizations. Engage is also used for leaders of student organizations to update their member and leadership rosters, submit budgets, and register/re-register their organization every semester.

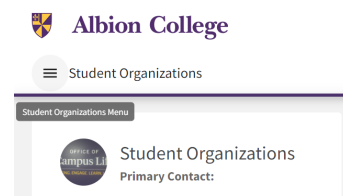
Budgets

Submitting budgets is an important part of being a student organization. Access to funds is how student organizations are able to support their members, hold general meeting, plan events, and recruit new members. Guidelines for budget requests can be found at:

<https://campus.albion.edu/studentsenate/members/appropriations-committee/>

In order to submit a budget student organization leaders should:

1. Login to their Engage account and go to their respective organization's page
2. Click the three lines at the top left
3. Scroll down, click the "Finance" tab
4. Follow the instructions outlined



Register

Registering a new student organization is a process, and one that we highly encourage students to begin by coming to meet with Campus Life first. We don't want students to go through the entire registration process to ultimately be rejected for reasons that Campus Life could have helped avoid. If a student comes to you to start a new student organization, please direct them to Campus Life. After meeting with Campus Life a student should do the following:

1. Login to their Engage account
2. Click the organizations tab
3. Click "register an organization" on the left
4. Scroll all the way to the bottom and click "register a new organization"
5. Follow the instructions as outlined

Re-Register

Although we encourage all student organizations to keep their information updated, we know this doesn't always happen. Because of this and the prevalence of some student organizations operating on a calendar year schedule, Campus Life requires that all student organizations re-register at the beginning of every semester. Student organizations can re-register by doing the following:

- Login to their Engage account
- Click the organizations tab
- Click "register an organization" on the left
- Search for their organization and then click "re-register"
- Follow the instructions as outlined

Membership and Leadership Rosters

Maintaining an accurate membership and leadership roster is vital to a student organization's success. Not only does this ensure that the advisor is notified and aware of everything the student organization does, but it allows for easier leadership transitions and communications with all members. The responsibility of this is on the student organization's leadership, however if a leader or advisor is not added and needs to be added asap, please contact Campus Life (campuslife@albion.edu) and they can manually enter in leaders or members. In order to add or make changes to membership or leadership rosters a student organization's leader should do the following:

1. Login to their Engage account
2. Click the organizations tab and then their respective organization
3. Click the three lines at the top left
4. Click the "roster" tab that is towards the top of the sidebar

Editing a member or leadership position

In order to edit a member or leadership position the person must first be a member of the student organization. Once they are:

- You can either
 - Edit the leadership position that is at the top of the roster page
 - Or scroll through all members and click the edit pencil on the side and check the leadership box that is applicable

Membership and Leadership Rosters Cont.

Adding a member/advisor

If you are trying to add a member or advisor:

1. Click the "Invite people" button on the roster page
2. Enter all email addresses of members/advisors that need to be added
3. Designate what the invitation to that person should be (member, leadership, advisor, etc.)
4. Click the "send invitations" button
5. Ensure that all invitations are received and replied to in a timely manner

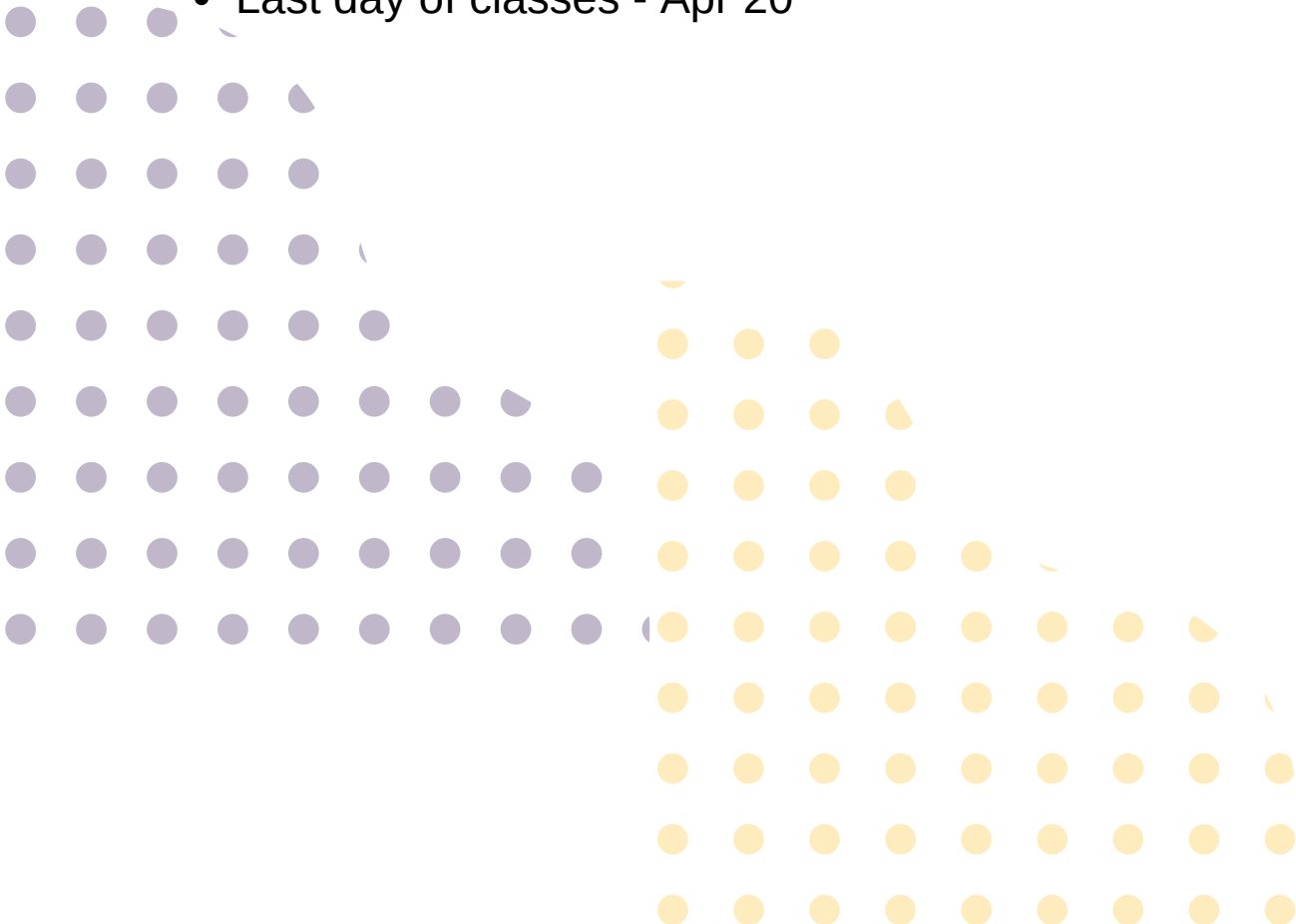


Student Organization Timeline

Please use the following as a guide only. Dates and requirements are subject to change. Please utilize Campus Life and all campus emails for the most up to date requirements and expectations for student organizations.

Spring 2023:

- First day of classes - Jan 9
- Student Organization Leadership Summit - Jan 21
- Re-registration begins - Jan 21
- Midterm grades due - Feb 24
- Spring Break - Feb 24 - Mar 5
- Last programming day - Apr 19
- Last day of classes - Apr 20



OUR STUDENT ORGANIZATIONS WOULDN'T BE ABLE TO
BE AS AMAZING AS THEY ARE WITHOUT YOU. YOU ARE
DOING A GREAT SERVICE TO THE COLLEGE, AND FOR
THAT CAMPUS LIFE SAYS:

*Thank
you!*