Getting the Most From Your Faculty/Staff Advisor
Agree on Clear Expectations

Setting forth clear expectations for both the club executive board and the advisor will help eliminate confusion and will help keep both parties accountable for their responsibilities.

- Attendance at meetings and programs
- Communication
- Level of involvement
Advisor Presence

Think about what your expectation for your advisor is in terms of level of presence (both physical presence as well as moral support.)

How important is it to the executive board and general body members that you have a present advisor?
Ways to Promote the Presence of Your Advisor

Think of creative ways to incorporate your advisor in a meaningful way into your club. Here are some suggestions:

- Invite your advisor to meetings and events
- “Words of Wisdom” - a closing motivational quote
- Invite your advisor to present on a relevant topic
- Invite your advisor to join social media pages
Communication

There are various forms of communication that you can have with your advisor. Weigh the pros and cons of each form and see what works best for both you and your advisor.

- Regularly scheduled in person meetings
- Regular email correspondence
- Scheduled phone/skype updates
Easy Ways to Facilitate Communication

- Email your advisor meeting agendas and minutes
- Invite your advisor to be present at meetings to avoid updating them on what happened
- Meet during a time that is beneficial for both you and your advisor, over lunch or afternoon coffee/tea
Level of Advisor Involvement

Your advisor should be an invested stakeholder in your success as a student leader.

- Give your advisor the opportunity to see the hard work and strides of your organization.
- Use your advisor for programming ideas
- Take advantage of your advisor’s area of expertise (which means you have to get to know your advisor!)
Show Your Appreciation

Your advisor has put in a lot of personal time and effort to see that you and other organization members are successful student leaders. Make sure that they know you appreciate their time and effort!

- Advisor Award (certificate, plaque)
- Letter of Gratitude
- Public ‘Thank You’ at an end of the year event
- Small tangible gift (something your advisor would appreciate: flowers, chocolate, fruit basket, framed group photograph, etc.)