

## CCSGA Advisor Expectations

Serving as an advisor is an important role in the functioning, development, and success of our students and student organizations. It can be a very rewarding experience capacity and offers a variety of benefits to the both the advisor and students, including:

- Help students learn and develop new skills
- Develop a personal relationship with students
- Further personal goals by choosing to work with an organization that reflects your own interests
- Provide longevity and continuity to student organizations

In order to help you have a successful experience as an advisor, it is important to have a clear understanding of what is expected of you by the student organization as well as CCSGA and Residential Life & Campus Activities (RLCA). As such, CCSGA and RLCA has set some minimum guidelines for student organization advisors; student organization advisors should:

- Listen constructively and empathetically to student concerns.
- Honor and encourage diverse perspectives and backgrounds.
- Set aside time to regularly advise leaders and provide guidance to members as needed.
- Help provide continuity for the organization from year to year, assisting in the leadership transition process.
- Serve as a resource for students in gaining familiarity with, and ensuring compliance with, all College, CCSGA, and Umbrella Advising Office policies and procedures.
- Refer students to other sources of information and assistance.
- Help manage and approve organizational budgets and spending. The adviser is responsible for signing off on expenditures from all financial accounts, making sure to keep the organization account fiscally solvent, within allocations, and adhering to guidelines.
- Continually seek to improve the style and substance of their advising role.

Additionally, this Advisor Expectations Worksheet that will help guide conversations around involvement, time commitment, boundaries, etc. between advisors and student leaders so that everyone is on the same page.

## CCSGA Advisor Expectations Worksheet

Please prioritize the level of involvement you would like from your advisor using the following scale:

**1 = Essential Role**

**2 = Occasional Role**

**3 = Optional Role**

Leave the column blank for roles you do not expect from your advisor or that are not applicable to your organization. Clarify which leaders will assume roles determined not to be the advisor's responsibility.

<b>Availability and Involvement:</b>	
<i>If the advisor is available, we'd like our advisor to try to:</i>	
<small>(Please give your advisor <i>at least</i> 10 business days or two weeks advance notice if requesting their attendance at an event.)</small>	
	Engage in meetings of the organization's leaders ( <i>e.g. planning meetings</i> )
	Engage in meetings of organizational members ( <i>e.g. regular meetings led by student leaders</i> )
	Engage in the programs and events of the organization ( <i>e.g. events, on/off campus retreats</i> )
	Meet individually with leaders (and/or members if desired)
<b>Goal Setting:</b>	
<i>We'd like our advisor to help us set group goals in the following ways:</i>	
	Take an active part in formulating goals for the group
	Keep group aware of stated goals when making decisions and planning events
	Check in with student leaders on progress toward goals
	Evaluate progress toward goals, and provide constructive critical feedback to leaders
<b>Organizational Development:</b>	
<i>We'd like our advisor to help the group develop our organizational capacities through the following:</i>	
	Recommend programs, speakers, or events
	Assist in planning events, program, and travel
	Intervene when events and/or trips need more development to be successful
	Let the group work out and learn from its own problems, including making mistakes
	Assist in conducting an evaluation/assessment of events, programs, and trips
<b>Elections and Transitions:</b>	
<i>We'd like our advisor to provide organizational continuity &amp; help establish incoming leadership by:</i>	
	Attending elections, interviews, and other processes used to choose incoming leadership
	Providing student leaders with feedback on candidates
	Taking an active role in the transition of outgoing and incoming leaders

## CCSGA Advisor Expectations Worksheet

<b>Interpersonal Roles:</b> <i>We'd like our advisor to contribute to the group interpersonally through:</i>	
	Helping the group build teamwork and collaborative skills when necessary
	Mediating interpersonal conflicts that arise
	Letting the organization work out problems and resolve conflict
<b>Leadership Development:</b> <i>We'd like our advisor to contribute to the development of leaders' and members' capacities through:</i>	
	Assisting student leaders in setting individual personal developmental goals
	Co-coordinating leadership development workshops with student leaders for group members
	Share leadership development and involvement opportunities available on and off campus
<b>Intellectual Development:</b> <i>We'd like our advisor to contribute to the development of members' educational experiences by:</i>	
	Planning events that help students to better understand the context of the social problem in which they work, and strategies for building strong partnerships toward positive change.
	Planning events that help students reflect on their experiences in the community.
	Share events and programs on campus that would help students learn about the community context in which they work or to debrief their community experiences.
<b>Additional Roles:</b> <i>Please use the following spaces to write in any roles that you feel are not adequately covered above:</i>	

If you feel that these expectations are not being met or need to be re-negotiated, set up a meeting with the advisor and group leaders to discuss. If you would like additional support, contact CCSGA or RLCA.

Organization:

Date:

Advisor Signature:

Student Leader Signature(s):