

# Choosing & Working With Your Advisor

## What are the qualifications to be an advisor for a recognized Student Organization?

Student organizations can choose any Fresno State faculty or staff member who is a state employee hired on a half-time or more basis that would be willing to serve as the club's Advisor.

## What is the role of an Advisor?

- The advisor helps the group achieve its purpose and become familiar with University policies that may affect the organization.
- The advisor will complete the club and organization Advisor Agreement Form and Orientation provided by the Student Involvement Center each year.
- The advisor should provide assistance in the administration of the financial affairs of the organization.
- The advisor will ensure the officers of the organization are aware of policies and procedures.
- The advisor will help provide continuity during periods of transition from year to year.
- Advisors should not serve as police, but should make helpful suggestions regarding unwise practices.
- Is aware of their student organization activities and program, and provides signature authority where appropriate on event approval and other pertinent forms.
- Encourages leadership development.
- When advisors are no longer able to fulfill their role, they should assist their students with finding a new suitable advisor.

## Student Organizations should...

- Keep the advisor informed concerning the overall program of the organization.
- Notify the advisor well in advance of events or scheduled meetings.
- It is the responsibility of the organization to communicate its needs to the advisor. Advisors should be willing to get involved with the organization, but don't make him/her guess what you need.
- Allow the advisor to say "No" when needed.

## How does our organization select an advisor?

- Sit down and talk as an organization about your expectations of an advisor.
- Before making a selection, consider finding someone who will have the time to devote to your club, and who will take the role willingly and seriously.
- If possible, choose someone who shares some of the same interests of your organization. This will help keep them interested in their role as an advisor.
- When approaching your potential advisor for the first time, make certain they have a clear understanding of your organization's purpose as well as what will be required of them in their role, duties and time commitment as advisor.
- When selecting an advisor think of past faculty or staff members you may have interacted with that have an interest similar to that of the Organizations.