QUICK TIPS

One of the requirements for a campus organization to become an official “chartered” organization with LeTourneau University is to have an advisor who is a member of the faculty or administrative staff, or be approved by the Office of Student Affairs. Community organizations must secure a faculty or administrative staff member who will agree to act as a liaison between the University and the organization.

ADVISING IS AN INDIVIDUAL EXPERIENCE; THE ADVISOR GETS BACK WHAT HE/ SHE PUTS IN IT!

There are many benefits associated with becoming an advisor. Here are a few:

- Satisfaction of seeing and helping students learn and develop new skills
- Watching a disparate group come together to share common interests and work toward common goals and an appreciation of differences
- Developing a personal relationship with students
- Furthering personal and professional goals and interests (by choosing a group that reflects one’s own interests)
- Sharing one’s knowledge with others

LEADING BITS

LEADING BITS TOPICS

- Advising Groups
- Agendas
- Assertiveness
- Brainstorming
- Communication
- Community Service
- Conflict Management
- Constitution/By-Laws
- Co-Sponsorship with Other Groups
- Delegation
- Difficult Members
- Elections
- Evaluation Series
  - Group Performance
  - Individual Performance
  - Meeting Evaluation
  - Program/Event Evaluation
- Financial Series
  - Budgeting Organization Funds
  - Corporate Sponsorship
  - Fundraising
- Getting Involved
- Goal Setting
- Group Dynamics
- Icebreakers
- Marketing your Leadership Skills
- Meetings
- Minutes from Meetings
- Motivation
- Newsletters
- Officer Transition
- Parliamentary Procedure
- Program Planning
- Public Speaking
- Publicizing Events
- Recognition
- Recruiting Volunteers
- Retreats
- Starting an Organization
- Stress Management
- Team Building
- Time Management
- University Events

LEADING BITS

Tips on Leadership Development For GROUPS

ADVISING GROUPS

is a publication of the Office of Student Activities at LeTourneau University.

Copies are available from the O|SA in MSC-1 or by calling extension 3127.

The O|SA staff offers programs and consultation in these and other areas of personal and organizational leadership.

Published July 2002
LeTourneau University
ADVISING RESPONSIBILITIES

The specific roles and responsibilities of an advisor will vary from group to group and from advisor to advisor, but the following presents a list of general responsibilities:

- **LEADERSHIP DEVELOPMENT:** Through personal interaction and program development, the advisor can play a significant role in furthering leadership development and personal growth of the members, as well as identifying new leaders for the organization. Some specific developmental areas that an advisor may enhance are interpersonal/communication skills, planning skills, and organizational skills.

- **CONSULTATION:** The advisor may meet regularly with officers/chairpersons concerning activities and may be actively aware of and involved in projects and other events being planned. Through continued open interaction where ideas can be expressed freely, the advisor may serve as a resource person to point out new perspectives and guide the group toward activities and individual performance worthy of a major Christian university.

- **CONTINUITY:** The turnover of officers and members is often frequent, and at times, the only link with the past is the advisor. The advisor may orient new officers and members to the history and purpose of the group and/or help them build upon it. The advisor may also play an important role in helping members look toward the future by developing long-term goals and communicating those plans to future members and University officials.

- **PERSONAL ASSISTANCE:** The interaction between advisor and member may provide a unique opportunity to assist individuals with spiritual, physical, intellectual, and emotional difficulties. Knowledge of campus and community resources enables the advisor to make appropriate referrals.

- **INTERPRETATION OF POLICY:** As a representative of the University to the group, the advisor is in a position to interpret LU policies and regulations relevant to student groups. The advisor may choose to be familiar with the group’s policies (e.g. constitutions, bylaws). Registration materials and the Guidelines for University Events and Chartered Organizations are available in the Office of Student Activities, and our staff will be happy to assist any advisor in communicating University policies to groups.

- **SUPERVISION:** The advisor’s responsibility is both to the University and to the organization, keeping the best interests of both in mind. In a well-run group, the advisor’s supervisory role should be minimal and the advisor may only need to intervene to prevent the violation of public or institutional policy. Supervision may also consist of coaching individuals in their duties as officers or group leaders.

- **FINANCIAL SUPERVISION:** Each organization is expected to elect a financial officer (treasurer), and the advisor may work with this individual to insure accurate record keeping and money management. O|SA staff are available to assist any treasurer or advisor with financial practices, policies, and record keeping.

- **ORGANIZATION RECORDS:** Maintenance and accessibility of records and minutes are important to the functioning of most groups. The advisor may choose to store records and make them available to new officers, or guide the group in organizing and keeping records.

- **SOCIAL ACTIVITY:** The advisor should attend group socials. By participating the advisor may influence the social “tone” of the event, be readily available to deal with problems, identify areas of responsibility or improvement, and/or demonstrate a continuing interest in the group.

- **ORGANIZATION MEETINGS:** The advisor should attend most or all regular and special meetings of the organization to be informed about group activities, be available for consultation and/or introduce ideas and suggestions.

---

**DO’S AND DON’TS OF ADVISING: A SHORT LIST DEVELOPED BY STUDENTS**

<table>
<thead>
<tr>
<th>DO</th>
<th>DON’T</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allow a group to succeed</td>
<td>Control the group</td>
</tr>
<tr>
<td>Allow a group to fail</td>
<td>Manipulate the group</td>
</tr>
<tr>
<td>Know your limits</td>
<td>Miss group meetings/functions</td>
</tr>
<tr>
<td>Know the group’s limits</td>
<td>Take ownership for the group</td>
</tr>
<tr>
<td>Be visible</td>
<td>Close communication</td>
</tr>
<tr>
<td>Be consistent with your actions</td>
<td>Be afraid to let the group try new ideas</td>
</tr>
<tr>
<td>Teach leadership</td>
<td>Know it all</td>
</tr>
<tr>
<td>Keep your sense of humor</td>
<td>Take everything so seriously</td>
</tr>
<tr>
<td>Learn when to speak/when not to speak</td>
<td>Say, “I told you so . . .”</td>
</tr>
</tbody>
</table>