

# Do's and Don'ts of Student Organization Advisors

*The following list of suggestions taken from our student leaders*

## DO...

- Provide assistance regarding questions when members are not available
- Make suggestions when the group is about to go off the deep end
- Work closely with the President to give insight and feedback
- Stand up for the ideas of the organization even if you don't agree with them
- Do attend events (for at least part of the time) of the organization to show your support
- Do spend extra time with members when you know the organization needs you—specifically when they are putting on a major program
- Let people know when you will be out and when you will be back in the office
- Ask to be kept informed of what is taking place
- Ask to be able to review correspondence for grammar
- Do know, understand, and inform on University policies
- Allow the organization to make financial decisions
- Meet with specific officers on a regular basis
- Be flexible (students don't have their own office and also have busy schedules)
- Hold members accountable for their own goals
- Make a decision if officers are not available to make the decision
- Ask for input from students
- Keep **key** students informed about decisions of the administration
- Remember students have classes and studying to do
- Challenge the group to think beyond today in their vision and planning
- Encourage the group to get involved with larger university programs (Spark, LOL, CSSLA, etc.)

## DON'T...

- Be the first person people go to for questions/decisions
- Keep the group from making mistakes (this is how they learn)
- Tell the President what to do (the President is the leader, not you)
- Represent your personal views as those of the organization
- Plan the events and run them
- Stay late just because members failed to get their own work done
- Tell people all of your business if you don't want them to know (it is not their business)
- Demand that everything needs to be "approved" if it doesn't
- Censor correspondence (there are few exceptions)
- Be a stickler for rules (find loopholes when appropriate)
- Let the organization blow their money away
- Always expect a meeting every week at the same time
- Fail to hold members responsible (they can at least call if they can't make a meeting)
- Make goals on members' behalf
- Make a decision without contacting or trying to contact the appropriate officers.
- Think that students' "wants" always need to be met
- Think that everyone needs to know the details of administrative decisions
- Let students use school as a "regular" excuse for not getting work done (if they don't have time, don't be in the organization)
- Be surprised if the group benefits from your service
- Be afraid to contact CSI if you have any questions