

# Advisor Resources

**An advisor must be a member of the UW-Green Bay faculty or staff. Every student organization must have an advisor in order to be officially recognized.**

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## Expectations

1. Attend some meetings of the organization and become familiar with events and activities sponsored by the group to insure that it adheres to state and University policies.
2. Serve as a resource to the group. This includes providing ongoing training as needed.
3. Help the group achieve its goals by sharing expertise, insight, ideas, and by making recommendations when appropriate.
4. Work with members to develop self-responsibility.
5. Keep track of the financial status of the organization. If you have concerns about this area, please contact the Student Engagement Center at [sec@uwgb.edu](mailto:sec@uwgb.edu).
6. If you anticipate problems with an activity the group is proposing, question the activity and point out potential problems.
7. Complete required Campus Security Authority (CSA) training.

## Authority of advisors

1. Oversee the organization's financial records. You may ask to review their records at any time.
2. Interpret state and University policies in order to keep the organization's and institution's best interests in mind.
3. Recommend special recognition of an outstanding activity, event, or contribution by an organization or its members when that recognition is warranted. For more information, contact [sec@uwgb.edu](mailto:sec@uwgb.edu).
4. Recommend suspension of privileges if you believe that the organization is planning to, or has, violated state and/or University policies. For more information, contact [sec@uwgb.edu](mailto:sec@uwgb.edu).
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## Being an effective advisor

Depending on the type of involvement and authorization of an advisor, responsibilities may differ. The following areas outline a model that may be used as a guideline in your work with organizations at UW-Green Bay.

## **Teaching & Coaching**

Teaching and coaching are activities within the advisor's professional capabilities. The advisor can serve as a resource to propose that organization activities incorporate the ideals of inclusiveness, help members apply principles and skills learned in the classroom, point out new perspectives and directions to the group, assist members in

the development of insight into their problems, point out additional resources within and outside the college community, coach individuals in their duties as officers, assist in the identification and development of new leadership, and insist on high standards of programming and individual performance.

The most successful advisors look for opportunities to create or take advantage of experiences that will maximize the learning potential of any activity or interaction with students.

### **Consulting**

In consultations on programs/activities, the advisor should expect that they will be consulted regularly by organization members concerning their plans for programs/activities. Advisors should know what programs/activities are being planned and can feel free to offer suggestions while, at the same time, being careful not to dominate the planning process.

### **Providing continuity**

This is a very important responsibility. Turnover of officers and members of student organizations is continual. Sometimes the only continuous link a group experiences is their advisor. In this capacity, the advisor can help the organization become or stay strong and develop plans for reaching goals of the group.

### **Informal counseling**

As an advisor, you get to see students interact in an informal setting. This provides a unique opportunity to identify students who may be experiencing problems that may affect their academic success, personal fulfillment, or effectiveness in the organization. In this situation, we encourage you to speak with the student(s) privately to point out your observations and try to get more information from the student about the nature of the problem(s). Based on this meeting, you may want to consider referring a student to the Counseling Center for more specialized assistance and support. You may also want to consider contacting the Counseling Center staff to get ideas on how to work most successfully with this student. The Counseling Center is located in Student Services 1400. They can be reached at 465-2380.

### **Reporting Crime**

As an advisor, you are considered a Campus Security Authority (CSA) under the Jeanne Clery Act. If any person reveals to you that they have been the victim, witness, or perpetrator of any incident that might involve a crime (reportable or otherwise) please immediately contact the university police at 465-2300. If you are not sure if you need to report please err on the side of reporting.

### **Supervising**

The advisor has a responsibility to keep the institution and the organization's best interests in mind. In a well-run organization, the advisor's supervisory role may be minimal, though they may need to remind the group of University regulations or, on

occasion, step in to prevent the organization from violating state or University policies.

### **Participating in meetings**

The advisor should attend all regular and special meetings of the organization to keep informed about organization efforts. We recommend that advisors also meet regularly with organization officers to assist in long-range planning and leadership development of the organization.

### **Maintaining organization records**

The advisors should see that the officers of organizations maintain adequate records of the group's activities. Because committee reports and group records are an important part of the organization's history on campus, they should be preserved.

### **Advising style**

There is no "right" advising style. We encourage you to utilize your own leadership style. Research has shown that the most successful advisors take care of the people in their organizations by being available and accessible. Additionally, successful advisors maintain a concern for the organization's purpose and goals. Modeling behavior is very important in working with students. If you would like additional information about specific areas of advising (i.e. counseling, crisis intervention, goal setting, etc.), please contact [sec@uwgb.edu](mailto:sec@uwgb.edu).

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