

LEADER READERS

Working with your advisers

Purpose of Advisers:

- The adviser serves in a voluntary capacity to the student organization and provides guidance, direction, advice, and continuity to both the members and officers of the organization.
- Every organization must have an adviser who is a member of the faculty or professional staff.
- The adviser should be informed of what the organization is doing and invited to attend meetings and organization activities.
- Goals and ideas for the group should be discussed with the adviser.
- An adviser also approves most paperwork regarding finances and college services.

Student Officer Expects the Adviser:

- To assist in planning short-term projects and in formulating long-range goals;
- To be a resource person and to provide the benefits of greater experiences, especially on how to access and use needed information;
- To know and assist with University procedural matters;
- To suggest ways in which meetings can be improved;
- To assist in evaluation of group projects and ongoing efforts to improve group projects;
- To make suggestions that will permit the officer to improve leadership skills; and
- To be available when emergencies arise.

Adviser Expects the Student Officer:

- To keep the adviser informed as to all organizational activities, meeting times, locations and agendas.
- To meet regularly with the adviser and use her/him as a sounding board for discussing organizational plans and problems.

Leader Readers are a service of the Center for Student Development (CSD), created to support student organization success at Texas Woman's University. For more information, please contact the CSD at (940) 898-3626 or visit us on the first floor of the Student Center, 116.

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Here are the top 10 tips to a better relationship with your adviser:

1. Have meetings with the President and Treasurer, on a regular basis.
2. Contact via e-mail, phone, stopping by- agree on some method.
3. Update, update, update- minutes, introduce to new members.
4. Listen and be open to suggestions and advice.
5. Consult on changes, ideas, and events.
6. Discuss concerns and leadership.
7. Acknowledge time commitments and constraints of the adviser.
8. Be open & honest.
9. Include him/her in meetings (Adviser Reports) and events at the level they want to be included.
10. Use as a resource at the university and in the community.

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