

STUDENT ORGANIZATION ADVISOR ACKNOWLEDGEMENT FORM

Advisor Roles and Responsibilities

The specific roles and responsibilities of an advisor vary depending on the needs of the organization and the advisor.

Leadership development: Through personal interaction and program development, you can play a significant role in developing members' leadership skills and personal growth, as well as identifying new leaders for the organization. Some specific skills you may enhance include:

- * Interpersonal communication
- * Planning
- * Organization
- * Assistance with retreats and workshops

Consultation: Advisors meet regularly with officers and chairpersons to be aware of the projects and events that they are planning. Through continued open interaction, you serve as a resource person to point out new perspectives and guide the group toward activities and individual performance.

Continuity: Officers and members change frequently, and at times the only link with the past is the advisor. You orient new officers and members to the history and purpose of the group and help them build upon it. You also help members look toward the future by developing long term goals and communicating them to new members. Be wary if an organization focuses on "this is the way things have always been." Encourage creative brainstorming to help an organization generate new ideas.

Personal assistance: The interaction between advisor and member provides a unique opportunity to assist individuals with problems. Help students maintain a balance between academic and co-curricular aspects of student life. Knowledge of campus and community resources will help you make appropriate referrals.

Interpretations of policy: As a representative of the University to the organization, you are constantly in a position to interpret University policies and regulations relevant to student organizations. You should also be familiar with all organization policies, such as the constitution, bylaws, etc.

Supervision: You have a responsibility to both the University and the organization to keep the best interests of both in mind. In a well-run organization, the supervisory role may be minimal or nonexistent and the advisor may need to intervene only to prevent the violation of public or institutional policy. Supervision also consists of coaching individuals to ensure accurate record keeping and budgeting.

Financial supervision: Each organization should have a treasurer/ Financial director. Work with this individual to assure accurate record keeping and budgeting.

Meeting organization: Attend all regular and special meetings of the organization to keep informed and be available for consultation or to introduce ideas and suggestions. Many advisors have a time slot on meeting agendas when they can let the group know about upcoming campus events, congratulate members, offer remarks or evaluation, etc.

Advisors: In order to complete the student organization registration process, please fill out this form and return it to the student organization principal member.

Organization Name: _____			
Advisor Name: _____		Title: _____	
Mailing Address/Mail Code: _____			
E-Mail Address: _____		@ucsd.edu	Phone Number: _____
			Cell Phone: _____
Advisor Signature: _____			Date: _____

ACKNOWLEDGEMENT

By signing as an Advisor, you assume the roles and responsibilities stated as the student organization advisor. You attest that the information provided on this form is accurate and true to the best of your knowledge. You grant the Dean of Student Affairs Office permission to use your information to contact you for business purposes only.

Note: All student organization registration information has been adapted from the Student Organizations Handbook of the Center for Student Involvement.