

QUICK TIPS

In order for a group to register with the University of Kansas, it must have an adviser who is a member of the faculty or professional staff of the University, or be approved by the Student Involvement & Leadership Center. Community organizations must secure a faculty or staff member who will agree to act as a liaison between the University and the organizations.

ADVISING IS AN
INDIVIDUAL EXPERIENCE.
THE ADVISER GETS BACK
WHAT HE/SHE PUTS IN!

There are many **benefits** associated with becoming an adviser to a student group. Here are some:

- 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 understanding of differences
- Developing a personal relationship with students
- Furthering personal goals or interests (by choosing a group that reflects one's interests)
- Sharing one's knowledge with others

LEADER BITS

are available on
the following topics:

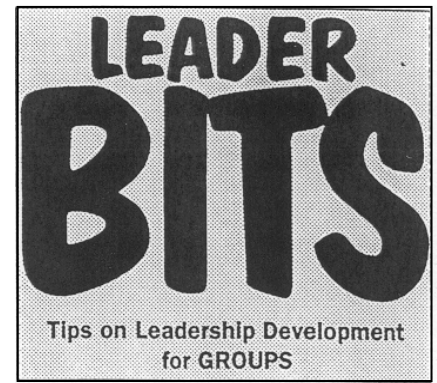
- Advising Groups
- Agendas
- Assertiveness
- Brainstorming
- Co-Sponsorship with Other Groups
- Communication
- Community Service
- Conflict Resolution
- Constitution/Bylaws
- Delegation
- Difficult Members
- Elections
- Ethics
- Evaluation Series
 - Group Performance*
 - Individual Performance*
 - Meeting Evaluation*
 - Program/Event Evaluation*
- Financial Series
 - Budgeting Organization Money*
 - 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

LEADER BITS

is a publication of the Student Involvement & Leadership Center (SILC). Copies are available in SILC, 400 Kansas Union, 864-4861.

SILC staff offers programs and consultation in these and other areas of personal and organizational leadership.

Revised: June 2005
The University of Kansas



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ADVISING RESPONSIBILITIES

The specific roles and responsibilities of an adviser will vary from group to group and from adviser to adviser, but the following presents a list of general responsibilities an adviser may have.

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

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

CONTINUITY: The turnover of officers and members is often frequent, and at times the only link with the past is the adviser. The adviser may orient new officers and members to the history and purpose of the group and/or help them build upon it. The adviser 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.

PERSONAL ASSISTANCE: The interaction between adviser and member may provide a unique opportunity to assist individuals with problems. Knowledge of campus and community resources enables the adviser to make appropriate referrals.

INTERPRETATION OF POLICY: As a representative of the University to the group, the adviser is in a position to interpret KU policies and regulations relevant to student groups. The adviser may choose to be familiar with the group's policies (constitutions, etc.) Registration materials and the Guidelines for University Events and Registered Organizations are available in the Student Involvement & Leadership (SILC), and the staff there will be happy to assist any adviser in communicating University policies to groups.

SUPERVISION: The adviser'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 adviser's supervisory role may be minimal or nonexistent and the adviser 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 treasurer and the adviser may work with this individual to insure accurate record keeping and money management. SILC Staff are available to assist any treasurer or adviser 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 adviser may choose to store records and make them available to new officers, or guide the group in organizing and keeping records. Records may also be deposited with the University Archives for long term storage and safe-keeping. Additionally, organizations may apply for office, work station, mailbox, or locker space in the Kansas Union when other office spaces and/or office services are not available.

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

ORGANIZATION: The adviser may attend some 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

DO

Allow group to succeed
Allow group to fail
Know your limits
Know group's limits
Be visible
Be consistent with your actions
Teach leadership
Keep your sense of humor
Learn when to speak/when not to speak
Inform group of policies

DON'T

Control the group
Manipulate the group
Miss group meetings or functions
Take ownership for the group
Close communications
Be afraid to let group try new ideas
Know it all
Take everything so seriously
Say "I told you so..."
Be the leader