This brochure has been prepared to answer questions regarding the duties and responsibilities of the student organization advisor. It is hoped that as a guide, it will assist you in answering the questions that accompany the role of student organization advisor.

The Office of Student Activities registers a growing number of student organizations each year. The purpose and goals of these organizations are as varied and diverse as the interests of the students who compose the Indiana University Kokomo student population. Student organizations supplement the academic programs with learning experiences beyond the classroom or laboratory. They provide activities and services, personal growth and an opportunity for students, faculty and staff to work together in a more informal setting.

Each student organization must have at least one advisor. Advisors should be members of the faculty or staff of Indiana University Kokomo.

As an advisor to a student organization, you are a very special person. You give of your time, dedication, and expertise in order to facilitate the growth of students through the group experience. Advisors provide a leadership role model and enable students to build, maintain and sustain a successful student organization.

The many student organizations on campus provide IUK students with the opportunity to participate in valuable activities and service projects. Your encouragement and support are important components in this out-of-the-classroom experience. The development of the “total student” can be encouraged by your positive guidance during the college years. The staff in the Office of Student Activities is available as a resource to you and your organization. We thank you for dedicating your time and energy to such a worthwhile cause and look forward to working with you during the year.

The Office of Student Activities
Kelley Student Center, Room 210
765.455.9203
www.iuk.edu/campus-life

THANK YOU!
Roles of the Advisor: Mentor, Supervisor, Teacher, Leader & Follower

Some important guidelines:

The following guidelines have been established by the Association of College Unions-International in order to provide a better understanding of the multifaceted advisor role.

1. Advisors should attend the regularly scheduled and special meetings of their respective organizations. Advisors should meet with executive officers of their organizations for the following purposes:
   - To assist with the development of organizational programs.
   - To discuss organizational goals and directions.
   - To discuss the financial status of the organization.
   - To discuss the internal organizational difficulties and to assist the officers with their resolutions.

2. Advisors should be available to meet with organization officers and/or members when they request help.

3. Advisors should be familiar with the constitution and bylaws of their respective organizations and be prepared to render assistance with their interpretation.

4. Advisors should be familiar with the institution’s policies and rules which govern registered student organizations.

5. Advisors should strongly encourage their respective organizations to adhere to the policies and rules of the University as well as to obey local, state and national laws.

6. Advisors are strongly encouraged to attend the various functions of their organizations.

7. Advisors should not hesitate to contact the Dean of Students, or his/her staff members to discuss organizational problems, plans, or changes in organizational status which may be of interest or importance to the University.

8. The advisor should not hesitate to provide constructive criticism when deemed necessary; likewise, positive organizational accomplishments should be appropriately acknowledged.

9. It is important for an advisor to attain and maintain the “pulse” of his/her group by developing a sense of the group’s personality and priorities.

10. The advisor should be aware of the fact that at times he/she will be called upon to serve as a personal confidant in organization-related matters.

11. Advisors have access to the University-maintained financial records of their respective organizations. Periodically these records should be reviewed.

12. At times the advisor must be willing and prepared to tell his/her group that what it is doing, or planning to do, is wrong or inappropriate. This should be documented in a letter to the organization, with a copy being sent to the Office of Student Activities. Alternate suggestions should be offered when feasible.

13. An individual assumes an advisor’s role voluntarily; however, even though serving as a volunteer, he/she is expected to uphold the interests of Indiana University Kokomo.

14. The advisor can expect to be asked to provide quick solutions to problems which he/she will be unable to render as rapidly as the group usually would like.

15. An individual should not accept an invitation to serve as an advisor, or continue to serve, if he/she is not prepared to fulfill the expectations of such.

16. It would be advantageous to accept a position as an advisor to a group whose interests parallel those of the advisor.

17. An advisor should not hesitate to engage in the general discussion of organizational matters at meetings; however he/she normally should not dominate discussions or become the focus of attention.

18. An advisor should attempt to learn the names of the organization members as quickly as possible.

19. An advisor should not feel offended if he/she is not asked to be involved in all of the organization’s activities.

20. An advisor should realize that students often may not accept his/her advice as “gospel.”

The appropriate role of the advisor is not to become “one of the gang”, nor is it to remain conspicuously aloof from the group. An advisor should instead serve a supportive role while encouraging organizational members to assume responsibility for their actions and effectiveness of their programs.

Visit www.iuk.edu/campus-life for more information.