



Tips for Active Advising

- Before agreeing to advise a student organization, you should arrange a meeting with the organization's leadership. Ask them to tell you about the mission/purpose of the organization and why they would like you to serve as their advisor
- Get to know the organization's members as students. A key part of being able to guide the organization will be relationship building. Developing a relationship of mutual trust and respect will make your role as an advisor a more enjoyable experience for both you and the organization.
- Review the organization's constitution annually
- Work with the members to set goals for the organization
- Make sure that you are aware of the organization's financial status. Do they have a bank account? How are they collecting and managing their funds? How often are they communicating their financial status with the members in their organization? Do they have a functioning budget?
- Utilize the Advisor Expectations Worksheet to guide the conversation around expectations for both you and the organization.
- Figure out the best method of communication between yourself and the organization. (Emails, Groupme, Text chats etc.)
- Be visible: Having a presence at meetings and events lets the students know that you are invested in them and the organization
- If you can't attend regular meetings for the organization, make sure that you are kept in the loop through meeting agendas and meeting minutes
- Develop your advising style. Whether it is casual or more formal, you will need to tailor it to meet the needs of the students that you advise.
- You should always advise from a neutral perspective. It is possible that you may develop stronger connections with different students, however it is imperative that you treat all of the members of the organization equitably
- Pay attention to the dynamics of the organization in order to discern whether or not the group is functioning in a "healthy" or "unhealthy" manner
 - A "healthy" organization is a place where the members feel comfortable sharing their thoughts and opinions. They communicate effectively with one another and are able to problem solve and make decisions that positively affect the organization.
 - An "unhealthy" organization cannot internally problem solve. Communication is stilted and 1 or 2 people make all of the decisions for the organization. There may be negative discussions about the organization, membership retention issues and apathy amongst the members.
- Celebrate the successes of the organization and its members. It can be as small as an email/conversation telling them what a great job they've done or nominating them for a university recognition program (ex: Student Gold Medallion Awards)
- Think of advising as a learning experience for both yourself and the students. There's no such thing as a "perfect" advisor.