



ADVISOR PANEL

Advice for Advisors

- Be visible and choose to attend group meetings and events. At the same time, know your limits. Establish an attendance schedule at organization meetings that is mutually agreed upon by the advisory team and the chapter.
- Keep your sense of humor and enthusiasm. Share creative suggestions and provide feedback for activities planned by members.
- Serve as a resource person. The advisor does not set policy (but should make the chapter aware of national policy that affects the chapter). Take an active part in local policy formulation through interaction with the chapter. In an honor society such as Mortar Board, members and officers are active only for one year, the advisor is the continuity factor.
- Be consistent in your actions. Model good communication and listening skills. It's OK to say that you are unavailable; just set a time when you will be able to focus on members' needs.
- Be available in emergency situations.
- Head off situations that might give rise to poor public relations for the chapter or campus.
- Introduce new program ideas with educational flavor; point out new perspectives and directions; and supply the knowledge and the insight of experience.
- Carefully review monthly financial reports from the chapter treasurer or business manager. Familiarize yourself with the chapter's financial structure, (dues, fundraising, fees), how funds are budgeted and used; assist in budget development and try to leave the treasury better each year.
- Learn the strengths and weaknesses of the chapter leaders. Offer support when necessary.
- Encourage feedback and the evaluation process.
- Plan and encourage attendance at leadership training of officers and at the national conference.

This list is not meant to be totally inclusive or applicable to every chapter, but it may serve as a guideline when determining the roles that you will play. It is also important to bear in mind that the job of advisor is not always an easy one. At times you may have to make a difficult decision or take an action that is not popular.

Your first responsibility is to the health and well-being of the members and to campus and policies and regulations. However rarely, it may be necessary to use your authority to ensure that the chapter meets these expectations. Having a good rapport with the chapter's leaders from the start will make this much easier.

Advice for Chapter Leaders

- Schedule regular meetings with your advisor, in addition to chapter meetings.
- Make sure your advisor is aware of all scheduled group meetings and events.
- Discuss your expectations with your advisor and learn what his or her expectations are as well.
- Support your advisors by building an advisory team. Reach out to potential and prospective advisors.
- An advisor does not have to be a Mortar Board member. If your advisor is not a member, consider honoring him or her with honorary membership.
- Also consider local alumni for members of your advisory team.
- When there is a problem or issue, make sure your advisor learns of the situation immediately and from you (not the campus newspaper, radio, or other outlet.)
- Communicate with your advisor immediately about anything that may give rise to poor public relations for the chapter or campus.
- Share monthly financial reports with your advisors.
- Seek feedback from your advisor.
- Encourage your advisor to attend LEAD Leadership Education and Advisor Development and become a Certified Organization Advisor <http://www.mortarboard.org/Advisors/LEAD/>
- Make sure to appreciate and recognize your advisor for his or her service.