

Being an Advisor

The advisor plays a vital role in the functioning of registered organizations at Wartburg College. All recognized organizations must have a faculty or staff advisor that guides the group in accordance with the purpose and mission of Wartburg College. Advisors do not directly control the organization, but rather build a relationship with the group and its members. The responsibilities of an advisor vary according to group needs. The following guide gives you the resources to get involved in a meaningful and mutual relationship with your students and their group.

Expectations & Responsibilities:

- Encourage community relations and service projects to help establish a sense of involvement.
- Work with students to help them plan programs that are beneficial to students and consistent with the educational and spiritual goals of Wartburg College.
- Be familiar with the founding principles and past projects of the organization.
- Assist the group in making sure the proper paperwork is submitted to the Campus Programming Office each year as required or when officers change.
- Oversee the progress of the organization.
- Make informed suggestions as to appropriations of the funds.
- Attend social activities and organizational meetings
- Be aware of what the group is doing, if they are hosting an event it would be great if you could attend, especially if it's a larger scale event.

Characteristics of an Advisor

- **Mentor:** A knowledgeable individual who provides new perspectives, helps students gain insights into problems, and challenges the group to think of different alternatives and solutions.
- **Resource:** A source of aid that can be drawn upon when needed.
- **Observer:** Act as an optimistic critic to the group and give positive feedback.
- **Supervisor:** Provide continuity as members change and students take on leadership roles.
- **Facilitator:** Help the group identify their purpose and what it is they want to accomplish each year by helping them set goals and evaluate their progress in relation to those goals.
- **Counselor:** Challenge stereotypes, serve as an example, and create a positive group climate that allows the group to share their thoughts freely.
- **Participant:** Actively involved with decision making, event coordination, and programming.

Responsibilities of the Advisor to their Students:

- Provide guidance and advice.
- Provide insights, enthusiasm, and encouragement to officers and student members.
- Be present at organization events and meetings.
- Be well informed about all the plans and activities of the group.
- Be aware of the goals and direction of the organization and help members evaluate their progress toward those goals.
- Be concerned about developing the leadership skills of members, particularly the executive board; by discussing and helping analyze group interactions and decision-making.
- Assist in the training of officers.

Financial Responsibilities

The advisor is required to co-sign all agency account transactions. Wartburg College expects that the advisor will be aware of the financial status of the organization and not authorize expenditures that may bring a deficit to the account. Furthermore, it is expected that the advisor will not authorize expenditures that go against Wartburg College policies.

****Never sign a blank reimbursement form****

Benefits of Advising:

- Opportunity to participate in an organization whose purpose you are passionate about.
- Opportunity to observe development of students during their college years.
- Opportunity to watch a group come together to share common interests and work towards common goals.
- Being recognized for service to an organization from the students involved.

Inappropriate Behavior of an Advisor:

- Condoning all acts of underage or excessive drinking and drug use.
- Condoning stereotypical acts and behaviors.

Please be aware of the Legal Liabilities as an Advisor & Wartburg College Policy on Conduct

Noted in this section are some preliminary issues relating to student organizations. Please refer to student and faculty handbooks for information regarding specific policies such as sexual misconduct, equal treatment, and privacy of student information.