Responsibilities of Advisors to Organizations

To encourage positive interaction between both teaching and administrative staff and students involved in student organizations, every student organization is required to have an advisor selected from full-time faculty or administrative staff members at the University of South Carolina Columbia.

Expectation of Advisors
Whether you are new to the organization or a veteran advisor or leader, it is important for student leaders and advisors to engage in periodic discussions about the advisory relationship. Both the advisor and leaders/officers should set expectations about the level of advisor involvement and preferred methods of communication. These types of conversations will help in preventing miscommunication and confusion as well as keep members engaged.

An advisor should:

• Minimize misunderstandings about roles and responsibilities.
• Be able to interpret University policies governing registered student organizations [http://www.sc.edu/policies/policiesbydivision.php](http://www.sc.edu/policies/policiesbydivision.php).
• Provide continuity to the group by communicating the policies, regulations, roles and responsibilities with group members, and assist with the transition of officers each year.
• Encourage and assist the group in setting organization goals.
• Be available to the officers of the organization for consultation.
• Encourage the officers to maintain accurate records.
• Provide guidance to group members regarding organization-related problems.
• Stay up-to-date on what is happening within the organization.
• Advise and consult organization officers on budgets and other financial affairs.
• Be present and support the organization by attending as many meetings and/or events.
• Promote involvement and discussion, and encourage all group members, not just one or a few, to participate.
• Provide constructive feedback.
• Build a relationship with individual students within the organization and be knowledgeable of their academic program and profession by providing a genuine interest in the personal and professional development.
• Challenge members to set high goals, and then support them in their efforts.
• Facilitate creativity and innovation in the organization while recognizing that failure is a learning experience.
• Promote diversity within the organization.
• Do not let personal goals interfere with or influence group decisions, activities or objectives.
• Most importantly, be a caring individual with a real interest in and concern for students and their growth.