

“10 Steps to a dream advisor”

(Adapted from “I Dream of a Great Advisor” by Melanie J. Rotz & Ilaria R. Pesco in *Campus activities Programming* Vol. 35 No.2)

1. The role of the advisor in the organization is vital to the advisor/organization relationship that you establish this level of involvement as early as possible. No involvement by the advisor is not an option. Remember that you need them; it's better to have them in your corner earlier rather than later.
2. Invite them to all your meetings. This is the best way to guarantee a high level of commitment by your advisor. By participating in meetings, the advisor will know all the background information and can provide valuable insight early in the process.
3. It may seem obvious, but make sure to invite your advisor to all your events. (And their families as well!) Having your advisor at an event can be beneficial in case an issue arises. Your advisor will be better apt to handle such crises and it will take the pressure off you.
4. Schedule monthly one-on-one meetings with your advisor. This will provide valuable mentoring time, as well as an opportunity to work out logistics and policy issues before heading off to an organizational meeting. This meeting will help you keep organized and will help the advisor to feel that they know what is going on with the organization.
5. In addition to providing copies of your organization agendas and minutes to your members, make sure that you route one to your advisor. Its one more person who knows what went on in case organization files are lost during leadership transitions.
6. Involve your advisor in all financial areas, not just the signing of check requests and reimbursements. Seek their assistance in establishing a budget, in generating weekly treasury reports, and in saving money.
7. Involve your advisor in rewrites of your organizations' constitution or charter. Knowing where the organization started and where it is headed will provide legitimacy to how the organization operates.
8. Include your advisor in the selection/election process of new leaders. Your advisor will provide an objective viewpoint when it comes to putting the most qualified people into leadership roles. Use it!
9. Do fun stuff with your advisor. Go to conferences, go out to dinner, invite them to your recitals or athletic matches and go shopping for prizes and supplies together. Include your advisor in the fun and games that make being a part of the organization worth it.
10. Recognize your advisor. Advisors don't get paid extra for their work with your organization. You need to make sure you let them know that you value their involvement. Present them with an award at the end of the school year. Make sure you order them the latest organization t-shirt. Write a letter to the supervisor letting them know the important role this person plays in the success of your organization (make sure to send a copy to your advisor as well).