Role of an Advisor

Advisors are not required as a part of the organization process at Tufts University. Some organizations have advisors and some do not, the decision to have an advisor is up to the organization. The advisor's degree of involvement can vary depending on the organizations needs.

An advisor can serve many purposes, some of which are:

- Assist with your organization's growth and development
- Contribute to the continuity and consistency of the organization
- Provide guidance on programs and organization of events
- Serve as a resource
- Serve as a liaison to national offices or affiliates, as well as to the college administration
- Serve as a supportive sounding board for members
- Provide knowledge of school policies that may affect an organization's programs or plans
- Step in to assist in a time of crisis
- Offer guidance to members
- Stay aware of the group's financial situation and spending

The following are questions to consider when determining your advisor's involvement:

1. Do we want our advisor to attend all our meetings? Programs?
2. How accessible do we need our advisor to be?
3. Do we want the advisor to meet regularly with the president or executive board?
4. Do we want our advisor to only listen or to offer advice and ideas?
5. Do we need someone to check up on us?
6. Do we need the advisor to help in making the agenda?
7. Do we need access to a phone and computer?
8. Do we want the advisor to facilitate trainings?
9. Would we want an advisor to mediate conflicts within the organization?
10. Are we looking for someone who will participate/help in work to be done?

How You Can Best Utilize Your Advisor:

- Meet with your advisor the day before your meetings to review the agenda and topics for discussion. Use your advisor's knowledge and experience to help with questions you may have about running the meeting or dealing with a potential situation.
- After each meeting, review what happened with your advisor. Be willing to ask for advice and be open to constructive criticism.
- Keep your advisor updated on events, group dynamics and progress of your organization.
- Include a section on your agenda for your advisor to speak/comment.
- Remember your advisor is a volunteer too! Don't take advantage or waste his/her time.