Grand Valley State University - Office of Student Life

Student Organization Advisor - Expectations Discussion & Agreement Form

Purpose: The purpose of the expectations discussion and form is to help facilitate an agreement of expectations between the student organization and the advisor. This process benefits all involved and also ensures that the Office of Student Life has the correct advisor on file for each organization.

Instructions for the President of the Organization:

1. Fill out the form.
2. Discuss the form and the following talking points with the organization advisor (preferably the meeting would take place in person, Zoom, or on a phone call)
3. Following the discussion, obtain the advisor's signature on the form.
4. Scan and upload the form to the organization's LakerLink registration renewal process when prompted. If you do not have access to a scanner, visit the Office of Student Life M-F 9-5 p.m.). A legible photo of the document from a cell phone is acceptable. Once this form has been uploaded, you will be able to advance to the next step of registration.
5. Please keep a copy of the form for your own records and to share this information with the executive board.

Talking Points (president should be prepared to discuss the following)

1. Discuss the advising style that would best fit the organization. (e.g. Mentor, Team Builder, Mediator, Motivator, Policy Enforcer, combination of multiple styles) – style descriptions are on page 3.
2. Discuss a realistic expectation of how often your advisor should attend organization meetings or events (e.g. weekly, monthly, once a semester, etc). Also discuss meeting location and dates. If your advisor is not able to attend organization meetings, discuss a plan on how often the president will update the advisor.
3. Discuss any large ideas or events the organization will be hosting throughout the semester; whether these events require reserving a space on campus, funding requests, or any other special accommodations.
4. Discuss the preferred forms of communication between the advisor and the executive board (email. phone, etc.)
5. Review the section of the RSO Handbook titled "University Statements & Policies" (this can be found under the "General Informaiion" tab). [www.gvsu.edu/rsohandbook](http://www.gvsu.edu/rsohandbook)

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For each statement that is applicable, please respond according to the following scale:

I = Essential for the advisor 2= Optional/circumstantial 3= Not required of the advisor

|  |  |  |
| --- | --- | --- |
| Name of Organization: | Score | Notes |
| Attend all general meetings of the organization. |  |  |
| Attend all executive committee meetings. |  |  |
| Communicate with officers between meetings regarding the organization/decisions. |  |  |
| Take an active part in formulating goals of the group. |  |  |
| Attend all group activities and events. |  |  |
| Keep all group materials, supplies, etc. during summer/between officer transitions. |  |  |
| Call meetings with the officers when deemed necessary. |  |  |
| Annually review University policies with members. |  |  |
| Contribute to general discussion during general meetings and provide guidance during decision making discussions. |  |  |
| Provide resources and ideas to the organization. |  |  |
| Receive a copy of all emails, contracts, and communication with outside entities. |  |  |
| Audit the Financial Officer's account records at the end of each semester. |  |  |
| Take active part in LakerLink renewal and upkeep. |  |  |
| Keep the group aware of its goals and mission. |  |  |
| Mediate interpersonal conflicts as they arise. |  |  |

What type of Advisor are you looking for? Take time to reflect with your Advisor on how they can best support you. Different advising styles are listed below, use these definitions to guide your conversation on what approach will be most conducive to your RSO’s success. Advisors can be a combination of multiple styles, and some styles may come more naturally than others. It is important to ask Advisors what they are looking to gain from this role as well as how much time they are willing to dedicate to this role. Communicate honestly with your Advisor in order to create an effective, genuine relationship.

**Mentor:** This style of advisor focuses on students' personal and professional development. Mentors with this style have a strong awareness of the academic program or special interest the RSO focuses on. Additionally, mentors are intentional about connecting students with industry professionals and assisting them with building networking skills.

**Team Builder:** This style of advisor is intentional about creating team goals within an organization. Relationship building is a key element, and advisors build interpersonal relationships with members through candid conversations and genuine care. Advisors with this style will be looked to for support in training students how to engage in effective team-building practices.

**Conflict Mediator:** Advisors with this style are going to be relied on during times of conflict. They will be expected to provide constructive feedback and assist students with engaging in civil discourse. Conflict mediators excel in de-escalation techniques and provide resources to improve communication amongst student organization members.

**Reflective Agent:** This style of advising focuses on taking time to reflect on the student organization’s purpose, priorities, and impact. Furthermore, the advisor will prompt executive officers to discuss their strengths and areas of growth. Reflective agents are focused on helping students recognize their contributions to the organization, and reminding members of areas of improvement.

**Educator:** This style ofadvising focuses on leading by example and being available as a resource, dedicating time to answering any questions RSO members may have. Educators allow students to learn from their decisions, taking a more hands-off approach to leadership.

**Motivator:** This style of advising focuses on positive reinforcement through the recognition of successes, verbally acknowledging the impact the students are making on the GVSU community, and reminding students of their potential to create change. Overall, this type of advisor supporting the goals the students put forth, assisting them to achieve their goals.

**Policy Interpreter:** Advisors with this style hold members accountable to all RSO as well as GVSU policies. This type of Advisor consistently assists students in navigating and understanding regulations in order to help RSOs maintain good standing.

Reference: <https://morehouse.edu/life/activities-and-clubs/student-organizations/role-of-an-advisor/>

Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor Department/Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_