

# ADVISOR GUIDE FOR ORG TRANSITIONS



CENTER FOR  
STUDENT  
LEADERSHIP &  
INVOLVEMENT

## Importance of an Advisor

Advisors of student organizations can provide continuity, support student organizations, guide students through tough times, and enhance the good times. The role of the advisor is determined in part by the advisor. They must determine the level of priority that they will give to this function. The effort and time allotted will be determined by the other demands of the advisor's time. Advisors should always feel the rewards are sufficient to merit the time and effort involved with the organization.

## Best Practices

- Meet regularly with officers and members
- Let the situation determine the advising (or intervention) style
- Offer feedback to members
- Stay up-to-date on university policies, procedures, and resources
- Let officers and members know what is expected of them, and determine their expectations of you
- Provide officers with your contact information and best mode of communication
- Remind officers of upcoming deadlines and requirements of student organizations
- Read the organization's constitution/by-laws
- Be involved in the organization's election and transition process annually
- Support organization in tracking membership on Engaged for all meetings and events

## Topics to Cover with Your Organization

CSLI encourages advisors to cover the topics below each year with your organization in order to develop the most productive relationship as outgoing executive board members transition new leaders into their roles.

- What is the mission and vision of your organization?
- What are some of your short term and long term goals? What timeline will you achieve those goals?
- How active is this organization (meetings, events, service, etc.)?
- What are some of this organization's biggest strengths and weaknesses?
- How do you transition or pass information along to newly elected leaders?
- What are you looking for in terms of support from me as your advisor?
- How often do you want to meet and what do you want to discuss during these meetings?
- What is the most effective way for us to communicate (email, text, in person meetings, etc.)?

# ADVISOR RESOURCES



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## Student Organization Resources

**[Manual for Recognized Student Organizations 2021-22](#)**

**[Advisor Form 2022-23](#) *(to be filled out annually or if switching to new advisor)***

**[Student Organization Annual Requirements](#)**

**[Organization Re-Registration](#)**

**[Student Involvement Fee Guidelines](#)**

**[Student Organization Finance Guide](#)**

**[Contract Process](#)**

**[How To Track Membership](#)**

**[How To Use Your Event Pass](#)**

**[How To Book A Space on 25Live](#)**

**[Planning An Event](#)**

**[Advertising Guidelines](#)**

**[Travel Process](#)**

## Center for Student Leadership and Involvement Contacts

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**Resource Center**

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