

# ADVISORS

## ROLES & RESPONSIBILITIES



### Who Can be an advisor?

All student organizations must have an advisor approved by The Office of Student Life. The advisor can be either a Meharry staff or faculty member. Students are not able to serve as advisors for student organizations. Any considered advisor that does not work at Meharry Medical College must be approved by The Office of Student Life and the presiding school. The role of an advisor varies but is of most importance. The nature of an advisor's involvement can affect the organization's activities, the moral of its officers, time commitments, and many other factors. Advisors should establish a presence within the organization. As an advisor, be sure to always go over expectations with new officers.

Advisors can offer significant insights on matters such as setting goals within the organization, program ideas, conflict resolution, and growth. Within this role, it can primarily be the advisor that serves as a source of information. Especially when it pertains to guidelines, policies, and procedures regarding Meharry Medical College. In short, an effective advisor can help an organization's success by aiding connections between the student organization and the Meharry community.

Serving in this role can also be very fulfilling and rewarding. Advisors have the chance to witness, firsthand, students develop confidence and leadership skills through organizational programming, planning, and peer mentors. It is a wonderful way to connect with the Meharry community and witness how student leaders build character, trust, self-confidence, and responsibility. While there are many different ways to advise, if you choose to serve in this capacity, you have the freedom to make your role "organically you." Some advisors choose to be more hands on than others. It is our request, that when you do decide to become an advisor, that you abide by the following expectations.





## How can an advisor assist an organization?

**MAINTENANCE:** Create advisory activities that ensure the ongoing stability of the student organization by preserving its history and traditions. The activities should also provide guidance on college policies, allow you to serve as a role model, mediate group conflicts, and maintain records of past organizational activities.

**DEVELOPMENT:** Advisory activities that enhance the group’s performance and effectiveness while guiding it toward achieving its goals. These activities may include teaching effective leadership and teamwork skills, coaching officers in sound organizational and administrative practices, fostering self-discipline and responsibility among members, promoting effective group operations, assisting in the creation of action plans and procedures, keeping the organization focused on its objectives, and encouraging or initiating new programs and activities.

**PROGRAM CONTENT:** Advisory activities that explore the educational purpose of the organization and guide members toward experiences that promote intellectual growth and enhance campus life. These activities may include introducing innovative program ideas, helping members apply classroom knowledge and skills, offering new perspectives and directions, and providing expert insights and guidance.

**NETWORKING OPPORTUNITIES:** Advisors can help create opportunities for organization members to connect with professionals and peers in their field or area of interest, fostering valuable relationships and expanding their networks. Such opportunities may include arranging guest speakers, organizing field trips or site visits, and encouraging participation in conferences relevant to the organization’s focus.

### MEHARRY MEDICAL COLLEGE EXPECTATIONS OF ADVISORS

Support the organization’s efforts in organizing, constructing, and executing events held on or off campus.

Consult with either The Office of Student Life or the presiding school in regard to any policies that you may be unfamiliar with.

If the plans or the event is not aligned with Meharry Medical College’s policy and/or federal, state, or local laws, as the advisor, assist the lead of that event with developing alternative strategies that are aligned with policy and law.





## RESPONSIBILITIES

- Work actively with the organization to determine the style and nature of advisement required in order to help the group achieve its stated purpose.
- Provide guidance in planning programs and events.
- Be aware of the organization’s regular meetings (no approval necessary) & receive minutes.
- Approve all activities prior to them being entered into Campus Groups.
- Be aware of important deadlines and documentation that need to be submitted to The Office of Student Life.
- Serve as a Meharry liaison to connect the organization to campus resources.
- Provide insight, expertise, ideas, and recommendations when deemed appropriate.
- Establish expectations of the advisor, officer, and member roles.
- Take an active part in the assistance of constructing bylaws, guiding principles and/or constitutional updates.
- Be present at all major events and activities
- Attend all intake activities and meetings (advisors of Greek Lettered Organizations)

## ADVISOR LIMITATIONS

Advisors are not to have access to the monetary accounts of any student organization. It may be the responsibility of the advisor to oversee the organization’s finances and budget. However, an advisor cannot engage in any financial transaction on behalf of the student organization.

## ADVISOR WITHDRAWAL

The Office of Student Life understands that there may come a time when you no longer wish to continue your advisory role. There can be many reasons that may lead up to this decision. We ask, if possible, that as you inform the organization’s leadership, assist them with finding another advisor. It is the responsibility of the student organization to ensure that another advisor is registered with The Office of Student Life.

