# Park Student Organization Advisor Policy

**What is an advisor?**

An advisor is person who gives advice or makes a recommendation as to a decision or course of action. This is the most practical application of the term. In a university setting this definition is expanded to often include a role model, teacher, confidant, resource person, and more.

The role of the advisor will vary from student organization to student organization and is often dependent upon the very nature of the personalities involved. Primarily, the role of the advisor is not parental. They will establish a good working relationship with the group based on respect and genuine caring. Appropriate intervention, sound guidance and an objective perspective are all ingredients necessary for good advising.

**Guidelines for being an advisor**

All student organizations are required to have an advisor who is a full-time staff or faculty member at Park University. Within the context of the broader mission and policies of the University, advisors shall share insights and directions that allow student organizations to further their objectives and enhance the meaningfulness of organization membership. The advisor should not serve as an unofficial officer of the organization.

Specific responsibilities of the advisor shall be to:

* Attend meetings
* Provide guidance to officers
* Receive all financial statements
* Oversee all financial transactions of the organization
* Ensure that all members have a 2.2 minimum GPA
* Provide consultation concerning membership selection procedures and responsibilities
* Review and sign the organization’s annual report

Because of the involvement of some student organizations in University governance, their advisors may be appointed by the Dean of Students as part of the advisor’s professional responsibilities.

Take some time to discuss reciprocal expectations with your advisor(s). Try to establish open lines of communication that will enable you to work together effectively. Advisors should not advertise for the organization or complete any required forms in place of the student officers. If at some point you have difficulty locating an advisor, or are having some complications with your current advisor, please stop by Student Leadership and Engagement or call 816-584-6375.

**Who is eligible to serve as an advisor?**

An advisor must be either a faculty member (not on sabbatical) or a staff member at the University. The faculty or staff member must be employed at the University full-time. Unless it states otherwise in their position description on file with human resources, faculty and staff may only advise up to two student organizations.

**What is the role of an advisor?**

The advisor serves as the link between the Student Organization and the University; providing guidance to the organization in regards to University policies and procedures.

While specific roles should be defined by the organization and the advisor, an advisor should generally:

* Provide expert knowledge and advice
* Be knowledgeable about activities and programs of the organization
* Suggest and encourage new program ideas
* Help members apply principles and skills learned in and out of the classroom
* Point out new directions and options
* Provide insight into the group’s problems and successes
* Assist in maintaining high standards of programming and individual performance
* Provide continuity with the history and tradition of past years
* Assist in the development of procedures and plans of action

In return for their support, the advisor should expect that they be consulted regularly by the officers concerning their plans for group activities or programs. The advisors should know what events are being planned and should offer ideas and suggestions freely, but not dominate the program planning process.