

Organization Recognition and Review Board Application Packet 2013 - 2014

ORRB is the Organization Recognition and Review Board -- a student committee empowered by the Emerson College Student Government Association in conjunction with the Office of Student Life. The mission of ORRB is to review and make recommendations to recognize proposed campus organizations and to also review current organizations to ensure that they are meeting the goals set forth in their constitutions.

The decisions made by ORRB include:

- Recommend for College recognition without SGA funding
- Recommend for College recognition with SGA funding
- Do not recommend for College recognition

The benefits of existing as a College recognized organization regardless of SGA funding include:

- Mailbox in the Campus Center
- Inclusion in the Undergraduate Student Handbook, College Website, and other campus publications
- Access to function, meeting space, and promotional tables on campus
- Invitation to the Winter Organization Fair
- Inclusion in campus mailings, correspondences, and Student Life resources
- Ability to fundraise and an on-campus account number
- Photocopy code
- Able to post fliers on campus bulletin boards
- May post events to the web calendar on eCommon
- Can register a trip
- Can report community service
- Invited to ERA Awards

College recognized and SGA funded organizations have the added benefits of:

- Start-up budget from SGA
- Ability to appeal to SGA for additional funds
- Invitation to submit an annual Budget Allocation from FAB
- Invitation to both the Fall and Winter Organization Fairs

Organizations without College recognition have the ability to:

- Access function, meeting space, and promotional tables on campus
- Post fliers on campus bulletin boards
- Post events on Tackboard on eCommon
- Utilize resources in Student Life
- Report community service

In preparation for the ORRB process, we have put together this packet of information to assist you in the application process. Enclosed, you will find the following:

- New Organization Checklist

- Application Contact Information Form
- Membership List (*excel file*)
- Hazing Contract/Information (*file*)
- General Info on Organization
- Information on Departmental vs. SGA Funding
- Getting Started
- Probationary Organization Status Benefits
- Tips on Writing Your Constitution
- Responsibilities of an Advisor

Please read through and complete this packet. In addition to submitting this information, applicants are invited to schedule a meeting time with the Executive Vice President of SGA to discuss a proposal before signing up for a hearing with the ORRB. Applicants are **required** to attend one of the following informational workshops for additional help with completing the application:

- Wednesday, October 9 - 6-8 PM, SGA Office (lower level of PRow)
- Friday, October 18 - 2-4 PM, SGA Office
- Tuesday, October 22 - 10AM-12 PM, SGA Office

This packet is to be emailed to SGA_VicePresident@emerson.edu and to Sharon_Duffy@emerson.edu no later than *November 1, 2013 by 5:00 PM EST*. There will be no exceptions. Hard copies of the ORRB Packet, Membership list, and associated materials will *not* be accepted.

ORRB Hearings will begin in November. After your hearing, the board will decide and vote on your proposal. It's recommendation will be sent to the Associate Dean of Students for consideration. The SGA Executive Vice President will notify you of the final decision no later than the last day of the fall semester.

The decisions of ORRB are final for the 2013-2014 academic year. If recognition is not granted, your organization will be able to resubmit an application for future ORRB consideration. If recognition without funding is awarded, you may resubmit an application for future ORRB consideration.

Contact the SGA Executive Vice President via email at SGA_VicePresident@emerson.edu with questions.

What the ORRB Looks For

The board is comprised of seven students -- one representative from each class, the SGA Treasurer, and two SGA representatives. The Associate Dean of Students and the Student Government Association Executive Vice President co-chair the board.

The following are the criteria on which each organization's application is evaluated at a hearing:

- A thoroughly completed ORRB packet -- including a membership list with participants and officers; a satisfactory constitution

- Ability to work within the college's rules and regulations and resources
- The organization must be different from existing groups that draw on potentially overlapping sections of the student population
- The quality of responses given during the board's inquiry
- The clarity of the objectives and goals of the proposed group
- The mission of the organization must support the educational mission of Emerson College
- Membership policies must in no way discriminate or exclude
- The organization must be undergraduate student initiated and established without involvement from external sources (corporate or non-profit)
- Recruitment techniques must not resemble hazing in any way, shape or form
- The organization must be an expressly undergraduate initiative
- The organization must have realistic and attainable goals for its first year of activity and beyond
- Sound financial planning for first semester of recognition and a sustainable funding source for future activity

NOTE: ORRB will not review or consider graduate student initiatives (please contact Graduate Studies), athletic-based initiatives (please contact Athletics Department), or greek letter organizations (please contact Student Activities).

ORRB Proposed Organization Checklist

	Choose an advisor from the full time faculty or staff who has committed to serving as advisor to the organization.
	Meet with and discuss the organization with your chosen advisor.
	Begin holding regular meetings with your members. Together, agree on a structure for the organization and plan for the next year. Do not wait to become recognized to begin your organization's activity.
	Generate a list of active members, including name, year of graduation, and major. Have a diversified group pulling from all class standings and majors.
	Prepare a constitution for the organization, including name, purpose, divisions, officers, election, and impeachment procedures as well as a budget for your first year of activity. (See pages 8-14 for assistance.)
	Answer the attached questions (page 5) in short answer format. Answers must be double spaced. This must be submitted electronically as an attachment.
	Submit a detailed budget request for Spring of 2014 (if no budget is needed, list "zero.")
	Compile your contact and membership list. This must be submitted electronically as an attachment.
	Finalize your constitution. This must be submitted electronically as an attachment.
	Fill out the Anti-Hazing Form. This must be submitted electronically.
	Submit your completed application -- including your questions, membership list, and constitution -- electronically by 5:00 PM on November 1 to SGA_VicePresident@Emerson.edu . Prospective organizations that do not adhere to this time schedule or submit incomplete packets will not be put on the agenda for this academic year. There will be no exceptions to this.
	Schedule an ORRB hearing once the SGA Vice President contacts you and instructs you to do so.

After your hearing, the board will decide and vote on your proposal. Its recommendation will be sent to the Associate Dean of Students for consideration. You will receive notification of the decision by ORRB no later than the last day of the Fall Semester.

Any questions should be directed to SGA Executive Vice President, Kassie King, via email at SGA_VicePresident@emerson.edu.

ORRB Application

Please answer the following questions in short answer format, typed and double-spaced. Be specific! Be prepared to answer these questions during your interview with the board.

- What is the proposed name of your organization?
- What is the role/mission statement of your organization?
- How does your organization's mission align with the mission statement of Emerson College?
- Why is there a need for this organization on campus?
- How is this organization different from other existing organizations?
- What types of programs and/or services will you provide to the Emerson community?
- How do you see your organization progressing with future generations of Emersonians?
- What groundwork will you lay to sustain your organization (maintain membership, how meetings will run, stay organized, leadership transitions, etc.)?
- What resources will your organization need from the College? (Be specific: funds, office space, email account, training, etc.)
- What do you anticipate your annual budget to be each year? Please be detailed.
- How will your organization utilize and interact with existing organizations?

Group Studio Website

Please designate the name and email address of the person your group appoints to manage your organization's web presence on Ecommon.emerson.edu's Group Studio. This person will serve as your organization's webmaster.

Group Studio Manager / Webmaster

Name: _____ Email: _____

Publishable Contact Information

The Office of Student Life often gets requests for Student Organization contact info from individuals/groups inside and outside the College. What information may we give out on your behalf?

(Please "X" or type out all that apply)

Organization Mailing Address _____

Contact Name _____ Email Address _____ Phone # _____

Advisor's Name (check with advisor first) _____ Advisor Phone # (check with advisor first)

Website/Social Media Address: _____

Below, you will find additional resources and in-depth explanations of policies designed to help

you start your organization.

Reading them over will help you establish your organization and make the recognition process easier. For more information or clarification, please contact Kassie King at SGA_VicePresident@emerson.edu.

DEPARTMENT SUPPORTED PROGRAMS AND ORGANIZATIONS

Department supported programs and organizations have a membership and leadership of faculty, administrators, staff members and/or students, and are governed by College policy. Examples of Department programs and organizations include, but are not limited to the following: Student Alumni Association, SAAC, WERS, EVVYs, Campus Activities Board, Freshman Class Council Committee/Certification Program, Residence Hall Association and Hall Councils, Family Weekend Committee, Free for the Weekend Committee, and Greek Council and Greek Letter Organizations. The sponsoring College department sets the direction for and supervises the progress of the program or organization.

Departments may, on behalf of their department programs and organizations:

- Allocate and provide access to storage or Office space under their supervision.
- Assign an advisor to work with the program or organization.
- Book function and meeting rooms on campus.
- Include the program or organization on the Department's website.
- Participate in the annual Organization Fair as part of the sponsoring Department's table display.
- Post fliers on campus noting the department as the primary sponsor.
- Post their events to the College's web portal, ECommon.emerson.edu.
- Promote the program or organization in the Department's promotional material.
- Request a mailbox in the Campus Center
- Request inclusion in the ERA Awards program.
- Request inclusion of the program/organization in this Handbook at the time of editing each year.
- Sponsor a fundraiser for the program or organization, however, departmental programs or organizations typically are not assigned a separate account and must use the Department as their "bank."

Departmental programs and organizations may submit an application to the Organization Recognition and Review Board for consideration to become a *SGA supported and funded student organizations*. See SGA supported and funded Organizations in the following section.

SGA SUPPORTED AND FUNDED ORGANIZATIONS

SGA supported and funded student organizations have 100 percent student membership and undergraduate students must hold all leadership positions. *SGA supported and funded student organizations* must be facilitated and directed by undergraduate students and must have a full time faculty or staff advisor. In addition to College policies, SGA supported and funded organizations are also governed by SGA policies. Additionally, these organizations must also abide by the policies and procedures as outline in the Student Organization and Advisor

Resource Guide and Treasurer's Handbook.

All student clubs and organizations wishing to take advantage of campus services and facilities must be recognized by Emerson College. These services and facilities include:

1. Use of meeting and activity space on campus, including, but not limited to, spaces in the Campus Center, PPC, Cabaret, Cultural Center, the Bill Bordy Theater and Auditorium, and function rooms in the Little Building;
2. Mailbox in the Campus Center;
3. Inclusion in campus mailings;
4. Use of leadership resource materials;
5. Consultation with professional staff to assist in organization and program development;
6. Listing in the Undergraduate Student Handbook, College Catalogue, College website, and other campus publications;
7. Eligibility to seek student activity fee funding through the Student Government Association. To apply for college recognition, your club or organization should submit the following materials to both the Office of Student Life and Student Government Association:
 - List of officers (names, local addresses and phone numbers);
 - Name, address and phone # of Advisor (must be a current full-time Emerson faculty/staff member or administrator);
 - Organization's statement of purpose;
 - List of current members;
 - Statement on the contribution that the proposed group plans to make at Emerson, and
 - Constitution.

The materials will be reviewed by the "Organization Recognition Review Board" (ORRB). The ORRB is advised by the Associate Dean of Students, chaired by the Vice President of the SGA, and is comprised of seven student representatives. Organizations may apply for recognition in the fall semester only.

The President and Advisor of the organization seeking college recognition may be asked to meet with the Associate Dean of Students, Student Government Association Vice President and/or the ORRB to provide the organization with information regarding resources available and expectations. Contact the Associate Dean of Students and/or SGA Vice President for a schedule of ORRB meeting times.

The ORRB also serves as an investigative and advisory body to assist in the resolution of violations that may affect college recognition status.

To maintain status as a recognized student organization, organizations must reactivate each semester by submitting to the Office of Student Life an updated list of officers (names, local addresses and phone numbers) and current Advisor information. Any changes in officers, Advisor or organizational constitution during the academic year must be reported to the Office of Student Life as they occur. Organizations must also file an Anti-Hazing Form each semester. Failure to maintain active status for a period of two consecutive semesters will result in being

placed on inactive status for one semester. If a group fails to return to active status during this time they will lose College recognition.

GETTING STARTED

In cooperation with various college departments, clubs, and organizations are responsible for the majority of campus activities and programs. Some of these major programs include New Student Orientation, Family Weekend, ERA Awards, The Spring Musical, Senior Week and more.

Student groups provide an excellent opportunity for members to gain life long skills that they will find useful in their career and personal relationships. Through participation in clubs and organizations, students have an opportunity to develop their communication, problem solving, decision-making, organization and leadership skills. Participation provides avenues to employ academic learning and creative talents.

This section is designed to assist new organizations or revitalizing a dormant organization. This Handbook, along with the staff in the Office of Student Life and the Student Government Association are resources for you to use to have a successful club or organization at Emerson.

Most clubs start out with the idea of organizing some people in order to do something. Follow the steps below and in short order your idea will become a reality.

A. Recognition Principles and Procedures

1. Any student organization seeking to use the Emerson College name and any other resources must gain recognition through the Office of Student Life.
2. The mission of the organization must support the educational mission of Emerson College.
3. Membership within the organization must be open to all undergraduate members of the Emerson Community.
4. Membership policies must not discriminate in any way.
5. Recruitment techniques must not resemble hazing in any way, shape or form.
6. The organization must not have direct involvement from external sources (corporate or non profit).

B. Recognition Privileges

Any student organizations wishing to take advantage of campus services and facilities must be recognized by Emerson College. These campus services and facilities include:

1. Use of meeting and activity space around campus;
2. Mailbox in the Campus Center and copy code for on campus copying;
3. Office or storage space in the Campus Center (if available);
4. Inclusion in campus mailings;
5. Use of leadership resource materials;
6. Consultation with professional staff to assist you in organization and program development;

7. Listing in the Student Handbook, College, Catalogue, college website and other campus publications;
8. Invitation to participate in the Winter Organizational Fair, Admissions related events and ERA Awards.

In addition, recognized and funded organizations will receive the benefit of:

1. Eligibility to seek student activity fee funding through Student Government Association;
2. Invitation to both annual Organizational Fairs

C. Applying for College Recognition

Your club organization must submit the following materials to the Office of Student Life:

1. List the officers (name, local addresses and phone numbers);
2. Name, address and phone number, email, and postal address of advisor (must be a current full time Emerson College faculty, staff or administrator);
3. Organization's statement of purpose;
4. List of current members and
5. Constitution

The materials will be reviewed by the "Organization Recognition Review Board" (ORRB). The ORRB is composed of the Association Dean of Students, Vice President of the SGA, seven student representatives and a member of the faculty (when available). The ORRB also serves as an investigative and advisory body to assist in the resolution of violations that may affect college recognition status.

The President and Advisor of the organization seeking college recognition may be asked to meet with the Associate Dean of Students and the Student Government Association Vice President to provide the organization with information regarding resources available and expectations.

To maintain status as a recognized student organization, organizations must submit to the Office of Student Life each semester an updated list of the officers (name, local addresses and phone numbers) and current advisor. Any changes in officers, advisor or organizational constitution during the academic year should be reported to the Office of Student Life as they occur. Organizations must also file an Anti-Hazing Form each semester. Failure to maintain active status for a period of two consecutive semesters will result in organization being placed on inactive status for one semester. If a group fails to return to active status after this time they will lose College recognition.

Specific information regarding the recognition application process and policies may be obtained in the Office of Student Life. The recognition policy for Greek organizations is listed under Fraternities and Sororities in the 2013-2014 Student Handbook.

**Students must be enrolled full-time and matriculating with a GPA of over 2.0 at Emerson College in order to participate in student clubs or organizations.*

To be eligible and/or participate in student leadership positions in programs such as Orientation, ERA Awards and Family Weekend, and SGA elected and appointed positions students must have a 2.7 GPA and be in good academic and social standing at the College.

D. Writing Your Constitution

The next step in becoming a recognized organization is to submit a constitution to the Office of Student Life.

The following are some helpful hints for writing your constitution:

- Keep it simple.
- Avoid confusing legal terms.
- Involve the other members of your group in the process.
- Show a draft to a member of the Office of Student Life for their feedback.
- Make sure your constitution contains appropriate guidelines to govern your organization.
- You should include by-laws, which establish the rules of the organization and the duties of the officers.

E. Responsibilities of Organization Officers

Officers of different organizations have some of the responsibilities in common. Below are the general responsibilities of the positions present in organizations:

1. President, Chairperson, General Manager, Producer

- a. Overall administrations of the organization's business and activities
- b. Plan and schedule meetings for the executive officers and general membership
- c. Supervise the organizational officers' management
- d. Involve the faculty/administrative advisor in organization business
- e. Delegate responsibilities in order to motivate group members
- f. Plan the agendas and act as the chairperson at meetings
- g. Provide input on college policies and procedures
- h. Communicate feedback to group members when appropriate
- i. Attend President Council Meeting as called by the SGA President/Vice President
- j. Attend Treasurer's Workshop sponsored (each year) by SGA

2. Vice President – Co-Producer

- a. Manage organizational business in the absence of the President
- b. Accept responsibilities as delegated by the President

3. Secretary

- a. Attend and accurately record the proceeding of all organizational meetings
- b. Publish and circulate the minutes of all meetings
- c. Work with the President to prepare, publish, and distribute meeting agendas
- d. Maintain all organization correspondence, files and records

4. Treasurer

- a. Maintain a detailed account of all monies disbursed/received
- b. Sign (approve) all documents, requests, withdrawals, purchases and transfer funds
- c. Present a Treasurer's Report at organizational meetings
- d. Attend Treasurer's Workshop sponsored (each year) by SGA

5. All Members

- a. Communicate openly and during discussions and meetings
- b. Attend meetings and actively contribute in a positive manner

- c. Communicate organization activities to the college and local community
- d. Work cooperatively with the other officers and members
- e. Raise and address student needs as deemed necessary
- f. Act in a professional manner as student representative

The main goal for all positions is cooperation.

Each member needs to take an active role and interest in group projects and activities.

F. Sample Constitution and By Laws

Sample Constitution:

Article I Name

Section 1: The name of the Organization shall be...

Article II Purpose

Section 1: To promote...To assist...To support...

Article III Membership

Section 1: All currently enrolled, full -time undergraduate Students...

Article IV Name of Officers

Section 1: The officers shall consist of...

Section 2: Each officer shall be elected for...

Article V Advisor

Section 1: The advisor is chosen...

Article VI Executive Board

Section 1: there shall be an executive board...

Article VII Quorum

Section 1: A quorum shall be necessary to...

Article VIII Amendments

Section 1: Any member may submit the text of a proposed amendment change...

Section 2: The by-laws will be amended by a...

Sample By-Laws

A. Membership

1. All members shall be required to...
2. The organization cannot have less than...

B. Finances

1. Allocations from the money collected...
2. All budget requests will be made...

C. Duties of Officers

1. President: preside at...
2. Vice President: chairperson of...
3. Secretary: responsible for...

D. Duties of Advisor

1. To Co-sign...
2. To provide support for the organization by advising...

E. Executive Board

1. The Executive Board consists of...
2. The Advisor acts as...

F. Election Procedures

1. All write-in ballots with 'stray' marks...
2. Elections will take place...
3. All campaign posters...

G. *Committees*

1. Committees shall include: programs, elections...
2. Each committee will consist of...

H. *Amendments to the By-Laws*

1. The By-Laws are amended with a...
2. The constitution must be reviewed...

G. Funding Options

Once an organization is recognized and approved by the college ORRB, they are eligible to apply for SGA funding. This finding can come as a one-time allocation or an on going part of the annual Spring Finance Allocation Board budget process. Please contact the Student Government Association Treasurer for more information. Only recognized student organizations with an SGA budget are authorized to conduct fundraising, whether financial in nature or otherwise. Also please note that academic department funds may not be mixed with student activities fee funds in any way.

Organizations may approach other student organizations, academic and student service departments for co-sponsorships.

H. A Note on Recognition

With recognition also comes responsibility of managing your organization's programs realistically within the limitations of existing resources and opportunities. The College seeks to support and encourage all student organizations in their creative process and will offer advice and assistance at every turn. We ask that you recognize that physical and financial resources are limited for both academic and co-curricular programs and seek your assistance in setting priorities and adjusting your plans as these limitations necessitate. We encourage you to seek the advice of both your faculty/staff advisor and the Associate Dean of Students in setting your priorities and in managing your organization's plans.

ORGANIZATIONS AND ADVISORS

A. Roles of an Advisor

Advisors often wonder what their role should be within an organization. There is one very simple answer to that question. The advisor's role should be exactly what the student organization and the advisor mutually decide it should be while balancing institutional expectations. The advisor can be extremely instrumental in teaching skills while encouraging responsibility and ownership and well-run activities.

Although each advisor has his or her own style, there are functions and expectations that are similar to all group advisors. Involvement in campus organizations allow students to develop organizational and leadership skills, as well as complement their educational objectives and learn about human behavior. In support of these objectives, it is important that experienced faculty and staff be available to assist students in their organizational endeavors.

While the range of student activities and group purposes are diverse, advisors can be valuable resource to the organization in terms of help with procedural matters, College regulations and policies, and event and budget planning. It is crucial that student groups work with committed faculty and staff advisors.

What is an advisor?

An advisor is a coach, teacher, consultant, sometimes disciplinarian, policy interpreter, and participator wrapped into one convenient package. On paper it may look easy. An advisor's participation will largely depend upon the kind of time they have. Effectively utilizing an advisor means involving them beyond signing the budgets each semester. Look ahead for some useful information.

All student organizations must have a full time faculty or staff member serve as their own organization advisor. If you need assistance in identifying an advisor or wish to change advisors, contact the Associate Dean of Students.

1. Teacher and Coach

As a professional person working in a conjunction with the student organization, an advisor is in a position to:

- encourage stimulating ideas and programs which go beyond the strictly social or recreational realm.
- offer support for ideas with higher risk than traditional or proven ones.
- anticipate problem areas and develop the group's ability to foresee them
- help individual members maintain clear expectations.
- provide direction in setting high, yet attainable, goals and objectives of themselves and other members.
- assist in identifying and developing new leadership within the group.
- insist on high standards of excellence.

2. Consultant for Successful Programs and Activities

- Without monitoring your every move, an advisor should consult regularly with officers to encourage planning, delegation and follow-through.
- An advisor can assist the group in attending to the many details involved in running an organization and its programs.
- An advisor has the ability to encourage networking and co-programming with other organizations and departments.

3. Continuity Provider

- High turnover in membership and leadership can leave an advisor as the only member acting as the group's memory/history.
- Without stifling creativity, an advisor should provide input concerning past successes and areas and opportunities for growth.
- Encourage the development of a future for the organization by encouraging goal setting, formal record keeping and delegation of responsibility.

4. Counselor for Individual Students

An advisor should:

- be an empathic listener.
- encourage students to find their own answers.
- make referrals to counseling or other professional services when necessary.
- provide encouragement and support.

5. Interpreter of Policy

An advisor should:

- become familiar with the policies as printed in this Resource Guide and the Undergraduate Student Handbook, and know how/where to find resources on campus.
- discuss with the leadership the culture of the organization (the formal “rules and regulations” and the less formal group expectations).
- maintain their professional demeanor, explain the rationale behind college policies, and be instrumental in changing obsolete ones.
- understand and explain college and state laws regarding hazing policy.

6. Supervisor and Oversight Provider

An advisor should:

- assist in identifying strengths and weaknesses of the organization.
- provide continuous feedback to membership about appropriate and inappropriate behavior.
- support the organization in meetings and events, as they are able, in order to express interest and to help the group follow college policy.
- confront inappropriate behaviors.
- assist your organization’s membership by annually reviewing and following the organization’s constitution.
- communicate any concerns to the Associate Dean of Students immediately.

7. Financial Supervisor

- An advisor should become familiar with the SGA Treasurer’s Handbook, in particular purchasing and cash reimbursement procedures.
- Expect an advisor to work in cooperation with the Associate dean of Students, the funding organization (i.e. the Student Government Association) and group Treasurer to be sure proper accounting procedures are being followed.

8. Contract Reviewer

- An advisor must review college policies and procedures before signing and recommending a contract and/or outside vendor (many of your questions may be answered by the SGA Treasurer, Treasurer’s Manual, and/or the Associate Dean of Students).
- Remember, the only people authorized to sign contracts on behalf of the College and its agents are the Associate Dean of Students and Dean of Students.

9. Active Participant

- An advisor can help the group to remember the social side of their relationship in getting their goals accomplished.
- An advisor should support the group’s programming efforts by attending activities.

It is important that Faculty and Staff advisors understand the responsibilities involved before

making a commitment to a student group. Those responsibilities include:

1. **Assisting** officers with understanding their duties, which include administering programs and plans, organizing projects, and making appropriate transitions.
2. **Encouraging** continuity of the organization is preserved through a constitution, minutes, files, traditions, and annual events.
3. **Encouraging** use of parliamentary procedures and make sure that meetings are run in an orderly, efficient manner.
4. **Encouraging** students to understand and apply democratic principles, including recognition of minority opinions and rights.
5. **Attending** as many organization meetings and events as possible
6. **Articulating** campus policies and procedures.
7. Be a sounding board, especially for officers, and **supporting** of all members.
8. **Maintaining** the ability to deal with the same issues each year, and remain fresh.
9. Being a **facilitator**, both among officers of the Executive Board, and between officers and members.
10. Being a **resource** for the students, especially concerning College policies, regulations and services.
11. **Consulting** on program planning and development.
12. **Consulting** with individual students, when necessary.
13. *Consulting with other College departments when problems arise with the student organization.*

B. Benefits of Working With an Advisor

Extra-curricular and co-curricular involvement opportunities are an integral part of the educational mission of Emerson College. Through an active association with a student organization, many specific life skills can be acquired that will enhance the in-class learning experience and the overall professional and personal development of the individual student. It is in this particular learning environment that a student organization advisor can utilize his/her teaching and/or administrative experience to help student develop in the following areas:

Problem Analysis/Decision Making
 Planning and Organization
 Leadership
 Financial Management
 Communication
 Relationship Building
 Adaptability
 Initiative/Autonomy
 Personal/Professional Balance
 Acceptance of Diversity

Professional staff members in the Office of Student Life are more than happy to consult with organization leaders and advisors to identify specific ways in which to evaluate progress in the above mentioned competency areas.

C. Campus Resources

The Office of Student Life offers a variety of services that can aid student organizations and their

advisors. Some specific resources include:

1. **Workshops and Presentations**

Student Affairs staff members are skilled in facilitating workshops on numerous topics concerning students and organizations. Any group can request that a staff member present a workshop.

2. **Freshman Class Committee/Certification Program**

The Office of Student Life in coordination with SGA, offers a course during the fall semester that addresses the challenges of being a leader and practical application for student organizations. Any first year student is invited to participate in this class. An experienced student leader co-facilitates the program with the Associate Dean of Students facilitates this program. Formerly known as Freshman Class Council.

3. **Consultation**

Consulting with other College departments, such as the Office of the General Counsel, the Counseling Center, or the Office of the Dean of Students, as appropriate, when problems arise with the student organization or specialized expertise is required. The College's Office of the General Counsel is available to consult on organization (but not individual) legal issues.

4. **Publications**

Advisors receive a copy of the Treasurer's Handbook and e-newsletters, and may request an organization's constitution, financial balance and other items. Email sharon_duffy@emerson.edu with any and all requests.

D. Methods for Utilizing Your Faculty/Staff Advisors

The following are several ideas for working with an advisor.

1. **Link up to his/her interests.** Identify the interests of your advisor and ask him/her how they would like to be involved. They may enjoy working on one or two specific projects rather than being involved in many activities.
2. **Include the advisor's spouse/partner and family.** Many advisors are family oriented and may resist involvement since it may reduce their family time. A possible solution is to find ways of involving the advisor's family as well.
3. **Use a personal approach.** Some advisors may not feel comfortable walking into a meeting and may feel as if they are intruding. This suggests that a small informal setting may provide the least threat for an advisor's first interaction with students. Discuss the group's expectations of advisor involvement.
4. **Be aware of the frequency of involvement.** Although it may seem logical to include an advisor in most of your programs, it also must be recognized that the continual involvement by advisors may also feel overwhelming. Therefore, programs involving advisors should be chosen to ensure that experiences are positive, worthwhile, and are planned with clear expectations of an advisor.
5. **Invite your advisor to attend an event.** Advisors may feel more assured of student interest in their involvement if students initiate the invitation.
6. **Plan ahead.** Give your advisor two week's notice (or more) of a particular event in which you would like their participation. Do not forget to give them full details of time, place, etc.

7. **Use common courtesy.** Do not forget to notify the advisor if the event is canceled or the location has changed. In short, use common sense to advise of any changes to an agreed upon plan.

An Organization's Responsibility to Its Advisor

1. Notify the advisor of all meetings and events.
2. Consult him/her in the planning of projects and events.
3. Consult him/her before any changes to the structure of the group or in the policies of the organization are made, and before major projects are undertaken.
4. Understand that although the advisor has no vote that he/she should have speaking privileges.
5. Remember that the responsibility for the success or failure of the group project rests ultimately with the group, not the advisor.
6. Talk over any problems or concerns with the advisor.
7. Acknowledge that the advisor's time and energy are donated, and express appreciation.
8. Be clear and open about your expectations for your advisor's role.
9. Periodically, evaluate your advisor and give appropriate feedback.
10. Recognize efforts and show appreciation for an advisor's time and expertise.