

# Attention New Advisors



*Welcome to the wonderful world of advising!*

**When you start advising, you should be able to answer or know where to find the answer to all the questions below.**

- What are the duties of your advising position?
- Where can you find advisor resources?
- Do you have an advisor's handbook/manual?
- Where are the bylaws, and what do they say?
- Where is the constitution, and what does it say?
- Who is the president, and what is his/her contact info?
- Who are the officers, and what is their contact info?
- Do you have a current roster?
- When does the organization meet?
- Are you attending these meetings?
- When do officers meet?
- Are you attending these meetings?
- Who are the other advisers?
- How do you recruit advisers?
- Is there an advisory board? If so, who is on it and when do they meet?
- Are there alumni in the area? How can you get in contact with them?
- Do you have a house corporation? If so, who serves on it and when do they meet?
- Do you have a website? Is it up to date and appropriate?
- Do you have a national website?
- Do you have chapter goals? Are they being met?
- Do you know your organization's risk management policy?
- Do you have an emergency plan devised?
- Do you have a grade minimum for members or officers? Are they being met?
- When are elections?
- When is recruitment? Or is it ongoing?
- What is the importance of recruitment?
- Do you know appropriate behavior between you and the chapter?
- Do you know the university Greek advisor? Who is it and where does he/she is located?
- Do you have a working relationship with the Greek advisor?
- Do you know the university policy on student organizations?
- Do you know the university policy on hazing?
- Do you know how to register your organization with the university?
- Do you know about the relationship statement with the university?
- Do you know the proper way to hold an organizational event whether it is social or philanthropic?
- Are you attending them?

Do you know how to access campus resources?  
Do you know about your chapter's judicial board?  
Do you know about your organization's campus governing board?  
MGC/NALFO/NPHC/NPC/IFC  
Do you know about Order of Omega?  
Do you know about Greek Week? (spring)  
Do you know about Greek Awards? (applications due in fall/event in Feb.)  
Is your chapter in good standing with your national organization?  
How do you contact your national organization?  
What kind of organizational structure does your national organization have?  
Is your chapter in good standing with the university?  
Do you know who to contact on campus for more information?  
How does your organization manage their finances?  
Who is in charge or keeping financial records?  
Is there a bank account?  
Whose names are on the account?  
Are you monitoring the budget with the officer?  
How is your chapter making an impact on campus?  
When is your Founders day?  
What kind of insurance does your group have?  
Do you have a copy of your insurance?

The basics:

Communicate

Lead with integrity

Be present

Be respectful of the campus and community culture

Get information on your organization's liability insurance

Know the boundaries for the chapter- and keep them on file

Know the end goal of advertisement

Know the responsibility of the advisory team

Help the chapter look toward the future

Educational programming

Academic success

Goal setting

Positive programming/awards

(from AFA Chapter Advisors Manual)

Support for you:

Your advisory team

Campus advisor

Your national organization

(from AFA Chapter Advisors Manual)

For the AFA Chapter Advisors Manual PDF in its entirety, visit: [http://www.sa.sc.edu/greeklife/Advisor\\_Manual.pdf](http://www.sa.sc.edu/greeklife/Advisor_Manual.pdf)

Risk Management resources: [www.Fipg.org](http://www.Fipg.org)

Information on regional conferences: [www.wrgaonline.org](http://www.wrgaonline.org)