

## **The Organization's Responsibilities to the Advisor**

Keep in mind that the advisor is voluntarily associated with the organization. It is the organization's responsibility to inform the advisor on the activities of the organization.

- Notify the advisor of all meeting and events.
- Consult your advisor in the planning of all activities.
- Consult your advisor before any changes in the structure of the organization or in the policies of the organization are made and before major projects are undertaken.
- Discuss any problems or concerns with the advisor.
- Attend all meetings and events scheduled with the advisor.
- Be clear and open about your expectations for your advisor's role.
- At the end of each semester, evaluate your advisor and give appropriate feedback.
- Acknowledge the advisor's time and energy are donated and express appreciation.