Advisor Guide

The Advisor is integral to the success of every student organization. As a member of the LMU educational community, the advisor assists with the personal development of the each member of the student organization and serves as a mentor and role model in all aspects of their organization’s co-curricular programming. Advising student leaders can be a rewarding process and Student Leadership & Development is committed to assisting advisors fulfill their responsibilities.

Advisor Qualifications

Advisors must be full time faculty or staff members employed by LMU. Part-time faculty and staff may serve as advisors; however, they must first have the approval of their supervisor or dean. Advisors are limited to working with one organization. Advising two or more organizations is discouraged and requires approval from Student Leadership & Development.

Advisor Responsibilities

Advisor responsibilities include, but are not limited to:

- Read and sign applicable organization paperwork. This includes the organization’s university policy and procedures paperwork.
- Attend organization meetings as often as possible.
- Serve as a sounding board for the organization leaders and members. Appropriately advise officers and members, by meeting at least monthly with the organization’s president or other key officers.
- Give the officers and members honest and objective feedback on their performance.
- Take a supportive role in planning programs for the organization.
- Attend event proposal meetings and be present to supervise major events sponsored by the organization. Advisors are expected to attend events when alcohol is served, off campus guests are in attendance and/or when requested by Student Leadership & Development staff. If not able to attend, the advisor is expected to find an approved substitute.
- Read and understand University policies relevant to organizations and communicate these to the organization leadership. Supervise the organization’s planning and events to make every effort to ensure that these activities are in line with University mission and policies, as well as federal, state and local laws. If the plans or events are contrary to University policy and/or any federal, state or local law, then assist the organization’s leadership with developing alternative strategies which are in line with policies and laws.
- Abstain from consuming alcoholic beverages at organization events.
- Connect the organization with campus and community resources.
- Provide continuity and stability over time.
- Attend advisor development meetings coordinated by Student Leadership & Development.
- Communicate regularly with the Assistant Director responsible for clubs and organizations and when appropriate with other members of the Student Leadership & Development team.