ALL CLUBS AND ORGANIZATIONS MUST HAVE AN ADVISOR. THIS ADVISOR MUST BE A FACULTY OR STAFF MEMBER WHO WORKS FOR ABRAHAM BALDWIN AGRICULTURAL COLLEGE.

1. The advisor should assist the officers with formulating long-range goals, steps to achieve them, and planning and initiating short-term projects.

2. The advisor should assist the officers in learning ABAC procedures and policies.

3. Respect each other. It is important to develop a trusting relationship with the club or organization officers.

4. The advisor should point out factors bearing on the ideas presented by the officers without imposing his or her bias. If an idea is inappropriate, the advisor should encourage the officers to consider alternatives.

5. Open communication is critical for a successful advisor/officer relationship.

6. The officer should find the advisor able to assist with the evaluation of projects, performances, and progress.

7. The advisor should suggest ways in which meetings can be run effectively and efficiently.

8. The advisor and the officers should discuss expectations of each other. This understanding and agreement is helpful as an accountability tool.

9. The President of the club or organization must set up a monthly meeting with the advisor to discuss the progress of the club and issues relating to the club. This meeting can include other members of the club, such as the executive board.

10. The advisor should assist the officers in learning Robert’s Rules of Order.