

# 1. OFFICER ROLES AND RESPONSIBILITIES

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## 1.15 FACULTY ADVISOR

The Faculty Advisor is an important person to any student unit. The Advisor is there to help with transition from one year to the next, to help officers as they learn leadership skills, to guide the officers in planning the budget and program, to serve as a source of information, and to provide support as needed.

### **Officers of student units should remember that your Advisor:**

- Is approachable.
- Is a problem-solver and role model.
- Is familiar with CEC.
- Is available. Advisors volunteer their time because they want to help.
- Should be informed of meetings and be expected to attend.
- Should be asked to approve new projects and ideas to assure that they are consistent with school policy and chapter philosophy.
- Should have regularly scheduled meetings with the Executive Committee to discuss chapter activities.

### **Guidelines for the Faculty Advisor include:**

- Assist in organizing the chapter and recruiting members.
- Check to see that the chapter conforms to the rules and regulations of the school and the state/provincial unit of CEC.
- Be available to officers and members for assistance and guidance at all times. Be sure to post office hours.
- Train student officers about their roles and responsibilities on an ongoing basis.
- Attend all meetings and as many of the activities as possible.
- Sign all membership forms to verify student membership status.
- Be an advocate for CEC membership.
- Answer questions about the CEC organization and operation as well as act as a reference regarding past successes and failures.
- Serve as a resource person for ideas, materials, and community contacts.
- Serve as a sounding board for present or future plans or ideas.
- Serve as a liaison between the chapter and the school faculty and administration. Try to encourage faculty to attend meetings and activities as well.
- Help with problem-solving.
- Inform students of current activities, available scholarships, audiovisual aids, and other resources for dissemination of career information about special education as a profession.
- Keep students informed of professionally-related activities.
- Provide the next advisor with in-service training and a notebook of past records.
- Reinforce the officers when appropriate.