



# Hall Council

## Advisor's Manual

Leadership Programs

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## Introduction

Congratulations on becoming a Hall Council Advisor at the University of Rochester! Your position requires you to be both a mentor and a positive role model. Your attitude and enthusiasm will directly influence your student leaders and set the tone for the year. This manual is an attempt to guide you in your role as an advisor, and will provide you with useful tools and best practices when working with Hall Council organizations.

### What is the Purpose of Hall Council?

The University of Rochester believes that your job as advisors is to encourage your executive board (E-Board) to build, advocate for, and recognize (BAR) their community.

Each Council is dedicated to enhancing the community and the residents' living learning experience. They work to build community through intentional programming efforts. They also act as advocates on behalf of their halls to improve the living conditions in their community. Finally, each Council actively recognizes the residents in their hall who participate and contribute to the success of the community.

### Who Advises Hall Council?

Generally, advisors are graduate students in a master or doctorate program at the University. They have a strong interest in working in higher education (often in Student Affairs) and in working directly with students.

It is key to remember that an advisor is not a supervisor. It should be conveyed to your E-Board that your role as an advisor is to provide guidance, insight, and a campus-wide perspective to their efforts. This should never entail you doing the work for them. Your E-Board makes the decisions and is accountable for those decisions, as well as the success of their group.

### Knowing Your Advising and Leadership Style

The amount of attention your advisees need from you will vary. It is helpful to discuss expectations at the beginning of the year with your group. Knowing your leadership and advising style will be important in leading a successful E-Board. When you are aware of your tendencies as an advisor and leader, you can more effectively adapt and handle challenges as they arise. Also, remember that the Leadership Programs team is here to support both you and your Council's efforts.

Here are a few tools to help you evaluate your leadership style:

<https://www.mtech.edu/academics/advising/inventory.pdf>

<http://www.myersbriggs.org/my-mbti-personality-type/mbti-basics/>

### Benefits of Advising

- Professional development and personal growth
- Community building experience
- Opportunities to take on greater responsibilities, mentoring and investing in another generation of leaders
- A chance to strengthen your communication skills as you work to bridge departmental and council interests
- Work experience with transferable skills to add to your resume

## Best Practices

### [do this]

- **Be Knowledgeable** – As an advisor, it is important for you to understand Hall Council – the constitution, forms, and department policies. This knowledge is key to being a valuable resource to the group. Also, knowing the names of your advisees is always a plus
- **Develop a Strong Team** – Empower your advisees to take steps to improve their leadership skills, and to develop new talents. You should facilitate efforts that maximize the group’s full potential
- **Set Clear Expectations and Goals** – Do so for all parties: You, E-Board members, Hall Council, etc
- **Be Visible, Stay Accessible** – You are required to be present at all meetings. It is important that you show your advisees that you are involved, by actively listening and advising when necessary
- **Be Consistent** – In your communications, in your policies, in your expectations. This allows for little to no misunderstandings. Consistency will give your advisees a foundation from which to act. It will also provide them with the chance to learn the way you think, process information and perform as you get to know each other
- **Keep an Open Mind** – This helps to create a safe and healthy environment for sharing ideas, and for receiving as well as providing feedback
- **Be Patient** – Keep in mind that the group is learning how to be successful leaders. Allow room for mistakes and growth

### [not that]

- Run meetings
- Impose or force your ideas, thoughts and opinions on the group
- Spend Hall Council money for personal use
- Lose your ability to be objective, by becoming overly involved
- Assume that E-Board has everything under control and does not need your assistance
- Plan or host events
- Use close-ended communication – such as “Because I said so” or “I told you so”
- Miss meetings or functions you have committed to attend

## Communicating with Your Student Organization

The base for a strong student organization is good communication. Below are a few suggestions to help you effectively communicate with your E-Board:

- Know the Council’s mission and vision
- Post meeting times so they are accessible to all members
- Request regular updates on budget, events, etc.
- Appropriately discuss conflicts and facilitate resolutions
- Make a concerted effort to recognize the work of students and the organization

## Know Your Community



Leadership Programs



Advisors



Executive Board



Hall Ambassadors and RA Representatives



Hall Council Members



Supporting Committees



Residents

## Meetings

Meetings serve as a platform for face-to-face communication. They keep everyone informed on the latest occurrences, provide the chance to clear up misunderstandings and allow business to progress efficiently. There are three weekly meetings:

- Advisor and Executive Director (30 minutes)
  - ✓ Discuss budget
  - ✓ Set the agenda for the E-Board meeting
  - ✓ Discuss progress on and deviations from stated expectations for:
    - E-Board
    - Hall Ambassadors
    - Hall Council
- Advisor and E-Board (30 minutes)
  - ✓ Discuss fund allocations
    - Who are we giving money to?
    - How are we spending money?
  - ✓ Discuss programs and goals
  - ✓ Create committees
- Advisor, E-Board and Hall Council (60 minutes)
  - ✓ Vote on programs
  - ✓ Vote on how to allocate money to programs outside of specific halls
  - ✓ Discuss ideas for programs and what is needed in the residential area

## Programs

**Your Role in Programs and Events.** An advisor plays a critical role in helping organizations develop programs, events, and activities that will enhance and support the residents' living learning experience. To be effective, an advisor must encourage students to think about the objectives of their programs, and how they align with Residence Life's mission.

**Program and Event Planning.** Your E-Board will host many programs and events throughout the school year. Be helpful in the brainstorming process. Go through the following steps with your advisees.

- Brainstorm program/event type and logistics
  - ✓ Who is your targeted audience?
  - ✓ What is the purpose of your event? What do you wish to accomplish?
  - ✓ Where and when will your event be held?
  - ✓ How can you make this event most successful?
  - ✓ How will you finance the event?
  - ✓ What technical support do you need?
  - ✓ How many volunteers do you need?
  - ✓ Which committees do you need to involve?
  - ✓ What materials do you need to setup the event?
- Select and reserve appropriate spaces – think of how many people you are expecting and of the sound system
- Promote the event – consider the most appropriate forums on which to spread awareness
- Buy supplies – Submit Financial Form and Attendance Sheet
- Be attentive during the event
- Know your closing/cleanup plan
- Send Thank You emails to volunteers and attendees, and be sure to mention any plans for future programs or events

## Program Pitfalls and Solutions

**Missing signatures** – All paperwork must be signed by you and the Director of Finance. If your program budget exceeds \$150, the Resident Director's signature is also needed. All reimbursement forms require an original receipt. Food purchases require an attendance sheet. You must also provide a flyer advertising the program.

**Taking into account what the program will cost before you start planning** – When budgeting for a program, be sure to do your research. Be realistic about what your program will cost.

**Not planning an event well enough in advance** – Often times we get caught up in the big picture and the goals of programming, we forget to focus on deadlines. Be sure to set realistic deadlines.

**Not reserving a space in time** – During the brainstorming process, you should consider what space makes the most sense. As soon as you settle on the program, book your space. Or at least try to do so a week in advance.

**Setting realistic attendance goals** – We sometimes see groups planning and budgeting for a program based on unrealistic, expected attendance. If the program has been done before, encourage your advisees to research past attendance. If the program has never been done before, encourage your advisees to set an attendance goal for the program and have a plan to meet that number.

**Advertising** – There are three important factors for successful advertising that are sometimes overlooked: 1) Knowing your targeted audience, 2) Knowing how much time you have to promote your program and 3) Knowing if there is a budget for advertising. When your advisees discuss their promotion plan with you, be sure to address these three factors.

**Unorganized Executive Board/Group Members** – Remember to check in with your E-Board often. It is important that they feel supported by you. Members should be encouraged to come to you when they are overwhelmed by their workloads. Your assistance may be needed for a well-executed and successful program.

**Students forget we are here to help** – Remind your E-Board members that you are ready to support them. We do not expect advisors to know everything. If you feel stuck, do not hesitate to reach out to Leadership Programs for assistance.

## Money

The advisor should spend some time reviewing the financial records and understanding the Director of Finance's work. You should be aware of the nature and scope of the student organization's income and expenditures. Notice spending patterns and be ready to introduce corrective measures when necessary. Once Hall Council Executive Boards are elected, ask the area secretary how much money your Hall Council has available for programs this academic year. Money not spent one year rolls over to the next year.

- The largest amount of your money goes to programs Hall Council hosts
- The second largest amount of money goes to your RAs
- The smallest amount goes to outside organizations and groups on campus
  - ✓ **A general rule of thumb:** Before money is spent or allocated, always ask yourself: how does this expense or allocation help my Hall Council?

### Process for Spending and Allocating Money:

- Hall Council voting members (E-Board and Hall Ambassadors) must vote on all spending and allocation of money
- Transaction forms must be filled out for each expense or allocation and signed by
  - ✓ Director of Finance
  - ✓ The Residential Director
  - ✓ Hall Council Advisor (GHR), if the requested amount is above \$150
- Once a transaction form is approved, you can collect a check from the area secretary

Note: *Always refer to your constitution on spending and allocating money.*

### Reimbursement:

- Collect receipts
- Collect attendance sheet for the program
- Fill out a transaction form and submit a copy to your Director of Finance
- Submit receipts, transaction form, and attendance sheet to your area secretary

### Notes:

- If you are spending money on *program supplies* or allocating money, you do not need to submit an attendance sheet
- Generally you will receive a check for reimbursement within 48 hours of submitting the transaction form
- Any additional questions regarding reimbursement should go to the advisor and/or the RD

### Balancing Budget:

Your area secretary will keep track of how much money their Hall Council is spending throughout the year. It is the Director of Finance's responsibility, however, to keep track of the budget and spending. As advisor, you should check in with your area secretary and Director of Finance periodically to make sure that money is being spent appropriately. The **Transaction Form** is on Hall Council's Google drive.

**Leadership Programs Request:** We ask each Hall Council to save \$100 for next year's pre-election process. This money will go towards outreach and recruitment for the next academic year's Hall Council.

## Fall Leadership Orientation

Since it is mandatory that all of your advisees attend orientation, we encourage all advisors to be present.

Orientation is important because it:

- Provides space for E-Board members to get to know one another before the year begins
- Provides opportunity for you and your advisees to be informed of and align with protocol, policy, job positions, and Hall Council
- Provides a safe space, where you can examine and develop your leadership style and skills
- Provides momentum as you enter into the new academic year

## E-Board Retreat

The purpose of this retreat is to provide the advisor and the executive cabinet to get together to set goals and expectations for the year. *\*Retreat must happen within a week of orientation*

### **Purpose of Retreat:**

- Team building
- Setting goals and expectations for the year
- Discussing programs and the budget

### **Suggested Agenda Items for Retreat:**

- Team Building exercises
- Set expectations for the advisor and for the executive cabinet
- Determine the top 3 Goals for the year for your E-Board and steps to action those goals
- Plan for the first month
  - ✓ Establish overarching goal for the “pot of money”
  - ✓ Figure out logistics for first two events
  - ✓ Create guidelines for the funding process
  - ✓ Make a priority list for funding allocations
- Establish communication lines for addressing issues
  - ✓ Who do I go to when...?
- Set weekly meetings on the calendar
- Review the constitution

## Transition of E-Board Positions

An organization's transition from one academic year to the next not only includes role changes, but also requires knowledge transfer. An advisor can and should play an active role in the transition process.

### Steps for Transition:

- Have all E-Board members fill out a transition form
- Pass on any notes
- Pass on all electronic records
- Have one-on-one meetings with E-Board members

### To ensure a smooth transition, it is important to

- Consider candidates for next year's executive roles (Upperclassmen)
- Identify key information to be shared

### During and/or after your transition process, be sure to:

- Review the organization's leadership roles
- Plan a retreat
- Create a map of the organization's journey
- Communicate key information to new officers
- Be honest about the past in your reflection and realistic about future goals
- Take time to learn what your available resources are
- Build relationship with group members
- Not be afraid to try something new with your new E-Board
- Keep an open mind for new ideas

## The Advisor/Executive Director Relationship

As Advisor, you will work closely with the Executive Director of Hall Council. These meetings will provide you with the chance to get to know the Executive Director and his/her expectations of you. Take this time to learn how you can support and motivate your advisees throughout the year.

## Motivating Your Student Leaders

- **Start by motivating yourself** – The energy you bring to your group matters. If you do not enjoy something and your words/behavior reflects that, your advisees' attitude is likely to reflect yours
- **Ask advisees what motivates them** – Get a list of 3-5 things that get your members excited and moving. You may need this information to keep your advisee motivated throughout the academic year
- **Recognize that supporting your advisees is a process, not a task** – Be patient
- **Celebrate achievements** – People want to know that what they do matters. Even the smallest recognition will help create trust and community between you and your advisees.



## Giving Feedback

When providing feedback, it is important that you are authenticated and understand your audience. Take into consideration the people receiving your feedback and the way you deliver it to them. Be clear when conveying your message and have a point so that your feedback is constructive. Consider the feedback sandwich approach – start out positive, insert the critique, and end with positive next steps.

### Keep in mind:

- Feedback should be constructive
- Feedback should encourage change that is meaningful to you, the receiver, and the organization's mission

### Here are a few resources on feedback styles that might work for you:

<http://www.blogging4jobs.com/hr/how-to-give-360-degree-feedback-to-different-personality-types/#ZLoT4t6mTKS3584S.97>

<http://corplearning.com/giving-feedback-to-different-personalities/>

<http://bonnernetnetwork.pbworks.com/f/BonCurLeadershipCompass.pdf>

## Recognizing Student Leaders

- Nominate your advisees through the Leadership Programs Spotlight Form
- Give shout-outs at weekly meetings
- Remember to thank student leaders with reason(s) for why you are showing appreciation
- Offer student leaders their favorite snacks to show that you care and have taken the time to get to know them

# Important Dates to Note

## Freshman Election Timeline

### Elections Interest Meetings

You must attend one interest meeting to be eligible for candidacy. If you are unable to attend any of the Interest Meetings, please contact the Elections Chair, Jake Braniecki ([sa\\_elections@u.rochester.edu](mailto:sa_elections@u.rochester.edu)), before the last scheduled Interest Meeting.

- **Make Your Mark - Interest Meeting #1**  
Date & Time: \_\_\_\_\_
- **Interest Meeting #2**  
Date & Time: \_\_\_\_\_
- **Interest Meeting #3**  
Date & Time: \_\_\_\_\_

### Voting

Polls will be open on \_\_\_\_\_. Voting will take place through a link on this website and on [CCC](#). Students may vote for up to eight Class Council candidates from their own graduating class year. Students may vote for as many Senate Candidates and Presidential Tickets as they wish.

### Platforms

Platforms are due online, see [How to Become a Candidate](#) by \_\_\_\_\_. You can submit them starting from the first interest meeting.

### Campaign Period

Campaigning begins \_\_\_\_\_ when polls close. All campaign materials must be down within 48 hours after elections.

### Elections Platforms

Make sure to be an informed voter! Platforms will be available on this website on the Current Candidates tab by the end of the day on \_\_\_\_\_. Make a difference...**GET OUT THERE AND VOTE on**

\_\_\_\_\_!

## Appendix

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1. Hall Council Funds Transaction Form (*Respective Area Office*)
2. Robert's Rules (*Shared Google Drive*)
3. Spotlight Form (*Shared Google Drive*)
4. Program Evolution Form (*Shared Google Drive*)
5. Event Registration for Advisors (*CCC Website*)
6. Event Registration Tips for Students (*CCC Website*)
7. Event Registration Policies and Guides (*CCC Website*)
8. Event Registration Reviewer Cheat Sheet (*CCC Website*)