

# Practical Organizational Tips for Advisors or a tool box of ideas to help you maintain your sanity!

1. Use the Five Star Development Plan
2. Provide Officer Training:
  - a. Review the roles and duties of each office as outlined in your chapter bylaws.
  - b. Go over the basics of parliamentary procedure and effective business meetings.
  - c. Have new officers shadow current officers.
  - d. Hold a summer leadership retreat for the chapter executive board.
3. Require the chapter president and vice president to meet with advisor(s) for agenda development for both executive board and chapter business meetings.
4. Schedule at least one chapter executive board meeting per month prior to regular business meeting for chapter planning and finalizing business meeting agenda.
5. Make Chapter Resource Manual available to all officers.
6. Encourage all officers to become familiar with [ptk.org](http://ptk.org) website and assign one officer the responsibility of regularly checking the website and reporting back to the executive board.
7. Delegate, delegate, delegate!
8. Utilize effective communications with general membership: group emails, bulletin boards, chapter websites.

9. Develop a written job description for advisor and co-advisor positions.
10. Realize and appreciate that each year is a new beginning. Each executive board is unique and different as well as the general membership of the chapter.
11. Get to know your regional coordinator and the available resources on both the regional and international level.
12. Network with other advisors in your region.
13. Put Phi Theta Kappa into its proper perspective within your professional life...remember you are the advisor; the chapter, its successes and failures belong to the students.
14. Every chapter is unique...take pride in your chapter accomplishments and the impact of your chapter on your campus and in your community.
15. **Remember that "While the advisor's job is never done, the journey should be fun!"**