

Suggested Roles and Responsibilities of Faculty Advisor and Chapter Mentor

FACULTY ADVISOR

The degree of involvement of the faculty advisor depends on the chapter's needs. In the first year of growth, the faculty advisor is expected to have considerable involvement. However, in a year with strong student leadership, the advisor would be less involved, needing only to be present at meetings and give help when asked.

He/she shall:

- Assist the college chapter, if necessary, with initial start-up. This may include guiding the bylaws process and assisting with initial meetings to ensure the appropriate format.
- Guide the chapter in developing professional business-like procedures and meeting content, including using the Robert's Rules of Order.
- Keep on file a list of all college chapter members.
- Provide a central file for official materials.
- Provide a location for chapter members to receive mail, reports, and information sent from AWWA.
- Attend as many campus chapter meetings as other responsibilities permit.
- Identify professionally oriented programs for chapter meetings.
- Notify the president of the AWWA section, or designated representative, of important events within the chapter, as well as concerns, problems, and any changes that affect the chapter's performance.

CHAPTER MENTOR

The professional liaison to the college chapter has a central and critical role. The liaison forms a vital link and serves as a conduit for information between the professional and college chapters.

Duties of the professional chapter liaison include, but are not limited to:

- Contacting the faculty advisor and the college chapter president, creating a communications link to keep them abreast of happenings within the professional chapter
- Keeping the professional chapter up to date about events and the needs of the college chapter
- Providing mentoring and guidance for college chapter initiatives and strategic development
- Acting as a backup for information coming from the section
- Offering guidance with program ideas
- Planning one or two professional chapter meetings in conjunction with the college chapter