



LEADERSHIP TIPS

CHAPTER ADVISER – STUDENT EXPECTATIONS: AGREEMENT

Some SPJ chapter advisers have been working with their chapters for many years, while others are new to this leadership role. No matter your level of experience with these college student leaders, it's helpful to have an annual conversation about expectations. This helps everyone understand mutual benefits, boundaries, support, and work to be done.

A great SPJ chapter has a great adviser. Because they have a go-to resource who can focus on their success, chapter leaders and the organization itself benefit from engaged, involved, and committed advisers.

To strengthen the communication between advisers and students, we offer this sample agreement. It describes the expectations, responsibilities, and rights of both parties. If you are an experienced adviser or don't feel the need for a written document, this could be used as a good tool for discussion. This could also be used as an assessment for evaluating the relationship between the adviser and the members of the chapter.

The best time to review the contents of the document is after the officer training and transition period. Then, add or delete any statements with each new team of officers. Work together with committee leaders or the executive board for specific rights and responsibilities you would add in the second section.

Feel free to create your own agreement, based on this information!

GENERAL RIGHTS AND RESPONSIBILITIES OF THE ADVISER

1. The adviser is expected to understand the purpose and objectives of SPJ national and the campus chapter.
2. The adviser is expected to have or obtain knowledge about college/university policies and procedures that impact student organizations.
3. The adviser is expected to have or obtain knowledge about SPJ policies and procedures that impact campus chapters.
4. The adviser is expected to attend regular chapter meetings and functions. Specific details may be included in Section II.
5. The adviser is expected to assist in the negotiation of contractual agreements entered by the chapter.
6. The adviser is expected to encourage members to take advantage of opportunities to enhance their journalism, leadership, and group skills.
7. The adviser is expected to aid in the areas of budget development, financial record keeping, and submitting the nationally required Annual Report.
8. The adviser is expected to provide positive and constructive feedback and confront inappropriate behavior in members which are deemed to be detrimental to the individual and/or other members of the organization.
9. The adviser is expected to treat members as mature individuals who possess dignity, worth, and self-direction.
10. The adviser has the right to a private life.
11. The adviser has the right to disagree with chapter decisions.

GENERAL RIGHTS AND RESPONSIBILITIES OF CHAPTER MEMBERS

1. Members are expected to understand the purpose of SPJ and pursue activities that fulfill its purpose. It is understood that the objectives of the chapter will be compatible with the objectives of SPJ and the college/university and not in violation of college/university, local, state, and federal regulations and statutes.
2. Members are expected to attend meetings and functions.
3. Officers are expected to inform and involve members and the adviser prior to making any financial commitments.
4. Members are expected to take advantage of opportunities to enhance their skills (i.e., participation in the annual SPJ convention, regional conference, etc.).
5. Members are expected to provide positive and constructive feedback and confront inappropriate behavior in other members and the adviser that they deem to be detrimental to that individual and/or the chapter.
6. Members are expected to treat the adviser as an individual who possesses dignity, worth, and self-direction.
7. Members have the right to be listened to by other members and the adviser.
8. Members have the right to choose their levels of involvement in the chapter