

**STUDENT NURSES' ASSOCIATION OF PENNSYLVANIA**  
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## **GUIDELINES FOR FACULTY ADVISORS**

The following guidelines are designed to assist both the faculty advisor and the members of the chapter Board of Directors in carrying out their duties effectively.

Faculty advisors serve several important purposes for their local chapters:

1. To provide guidance to students in carrying out their organizational functions;
2. To provide students with background information on issues and current trends in nursing;
3. To help provide the local chapter with continuity. A member of the faculty is usually appointed to act as the consultant to a school chapter. In addition, school chapters may seek agreement with specialty and professional nursing organizations to provide consultants from their respective organizations; and
4. To maintain communications with other faculty to provide support in student activities and programs.

### **RESPONSIBILITIES OF THE FACULTY ADVISOR**

The role of the faculty advisor is varied and will sometimes depend upon the level of sophistication and resources of the local chapter. At all times, faculty advisors should remain aware that their main role is to consult and not to direct or take on the responsibilities of the members of their Board of Directors.

Functions a faculty advisor might be expected to perform are:

1. Attend local chapter Board of Directors meetings and other official meetings of the Student Nurses' Association of Pennsylvania, such as the state and national conventions, regional workshops, etc;
2. Foster problem-solving, objective analysis, and goal-centered planning in the pursuit of the objectives and activities of the local chapter;
3. Serve as a resource person in planning, deliberations, implementation, and evaluation of chapter activities;
4. Identify potential resources and expertise needed for the chapter in decision-making and program planning;
5. Assist in providing direction and assistance in operational aspects as necessary (i.e., financial planning, record keeping, parliamentary procedure);
6. Communicate and objectively interpret major issues and concerns for the nursing profession;
7. Foster closer relationships and serve as a communication link and interpreter on the responsibilities, policies, and goals of the local chapter, the Student Nurses' Association of Pennsylvania, the National Student Nurses' Association, and other community and professional organizations;
8. Stimulate and encourage personal and professional growth in skill development of officers and other members of the local chapter;
9. Help facilitate the orderly transfer of the outgoing and incoming chapter Boards and faculty advisor(s);

10. Advise the need to adhere to the policies of the chapter in the use of confidential information;
11. Identify implications for chapter when actions or positions are taken or planned; and
12. Serve as a resource and communications link to faculty.

## **RESPONSIBILITIES OF THE LOCAL CHAPTER**

To help make the faculty advisor more effective, the local chapter has certain responsibilities. The first responsibility is to provide the faculty advisor, at the time of appointment, with a written statement detailing the following:

1. Purpose, function, and role;
2. Term of office;
3. Financial policies;
4. Time commitment expectations; and
5. Reporting procedures and communications channels.

### **Additional responsibilities include:**

1. Provide the faculty advisor with an orientation manual, including a list of current officers and committees, policies and procedures, organizational structure, and any other information the Board of Directors deems helpful;
2. Provide adequate notice of meetings and a schedule of other activities;
3. Place the faculty advisor on the Board contact list to receive copies of minutes, newsletters, and all other Board correspondence; and
4. Send faculty advisor's name and contact information to the SNAP office to be placed on the faculty advisors' database.

The Student Nurses' Association of Pennsylvania appreciates the support and commitment of time and talents of our local chapter faculty advisors. You are instrumental in the success of our organization.

Please check the SNAP website for all current activities,  
applications for all awards, and other pertinent information.

[www.snap-online.org](http://www.snap-online.org)