

Forming a Group: Beginning Stages

Choosing an Advisor

- An advisor is a staff or faculty member (e.g. professor or counselor) who serves as an advocate for a group's work and is responsible for communicating regularly with the group, tracking group progress, and holding the group accountable to its mission, vision, and goals.
- The advisor does not necessarily have to meet regularly with the group, but may be asked to review and provide feedback to group members.
- The advisor may also be asked to review and provide insight about the work processes of the group and to review specific products developed by the group.

Organizational Issues to be Addressed

- Establish individual and group goals.
- Groups should include members who have the appropriate interests, knowledge, skills and abilities to achieve group goals.
- Obtain sufficient human and financial resources to accomplish group goals.
- Structure group interaction in a way that will allow the group members and the group as a whole to be productive.

Developing a Charter

The purpose of a group charter is to provide clarity through guidelines. The charter should not include too many administrative matters. A group charter should include the following.

- Mission and purpose of the group.
- Structure of authority within the group (e.g. Does the advisor need to review and approve the work of the group before anything is shared with the public?)
- Potential financial resources and how these resources may be accessed (e.g. Student Government).
- Expectations about what the group will accomplish and in what form.
- Potential human resources and how these resources may be accessed (e.g. other student organizations and student involvement staff).
- Specific duties and roles for individuals within the group.

Reference:

Overmyer, R. L. Beginning stages-Forming a team. *Leadership Link*, Winter 2002

http://leadershipcenter.osu.edu/Publications/Leadership_Link/LL_2002/2002_leadership_link.htm