FACULTY ADVISOR ROLES & RESPONSIBILITIES

The Faculty Advisor is the official representative from the student chapter's college or university. The advisor acts as an interface between the student chapter, the school administration, and INFORMS' national office.

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1. The Faculty Advisor must be an INFORMS member in good standing who is affiliated as a faculty member with the host institution. By its nature, membership in student chapters is subject to continual turnover. Therefore, consistent and caring leadership from the Faculty Advisor is essential to maintaining a student chapter.

2. Review the student chapter bylaws and become familiar with the structure of the local organization.

3. Attend as many meetings as possible, while letting the students be in charge.

4. Review all documents created by the student chapter, including the website and agendas, to ensure that they uphold the ideals of INFORMS.

5. Meet periodically with the officers to offer support and guidance.

6. Actively look for opportunities to advance the interests of the student chapter.

7. Continually identify and recruit potential officers. Student chapter officers develop leadership skills and are instrumental in recruiting new students to the field and to the university.

8. Ensure that the Student Chapter Activity Report is submitted to the INFORMS office by May 31 each year. Upon submission of this report, eligible student chapters receive a stipend of $150 from INFORMS.

9. Attend the Community Officers Appreciation Luncheon at the INFORMS Annual Meeting.

10. Make INFORMS part of the culture.

Questions? Email the Community Relations Associate.