



Volunteer Handbook

Class Advisor Overview

Class Advisors play a pivotal role in Institute's success. Class Advisors lead their assigned classes through the week's activities, ensuring a quality educational and networking experience for all students. Class Advisors also serve as liaisons to Institute staff, faculty, and Board of Regents to help Institute run smoothly and effectively.

Volunteering as a Class Advisor is very rewarding. Class Advisors are able to share their Institute experience with new colleagues, mentor participants through their professional development, and network with peers and industry leaders. In addition, Class Advisors continue with their own professional development by attending core and elective courses.

One advisor is assigned to each class section and is expected to guide class members through the week. While on-site, Class Advisors have the opportunity to demonstrate their leadership and management skills, paving the way for future professional growth and leadership within the Institute volunteer community.

Class Advisors communicate and implement policies adopted by the National Board of Trustees at the individual Institute program including policies relating to conduct, attendance, and curriculum development. Class Advisors for each Institute program serve in a voluntary capacity and work in collaboration with the Board of Regents and U.S. Chamber of Commerce staff.