



**CLUB/ORGANIZATION  
ADVISOR GUIDE**

# Table of Contents

Table of Contents .....	2
Introduction .....	3
Working With Your Student Leaders .....	4
Advisor Expectation Checklist.....	5
Be of Service .....	6
Student Government Association Values .....	7

# Introduction

As an advisor to your club/organization, you play a major role in ensuring the success of the club/organization. The time and effort you commit to assist the members of the clubs/organizations contributes to their service and leadership experience. This guide is designed to provide you with information to help you fulfill your role as an advisor.

## ADVISORS' ROLE

Advisors have many roles – mentor, role model, teacher, to name a few. Advisors are a resource to student leaders as they offer support and are knowledgeable about campus resources. Advisors also provide guidance and insight toward the development of the club/organization's mission and goals.

Student leaders and advisors must discuss and agree on what role the advisor will have within the organization. Advisors must be full time faculty or full time administrators. While one advisor is required, clubs may request two advisors if both advisors are in agreement of sharing the responsibilities. Below you will find a checklist that will allow to begin a conversation on expectations with your student leaders.



## ADVISORS' RESPONSIBILITIES:

- Serve as a campus resource and support for the club members.
- Have knowledge of college policies & procedures.
- Advise members on effective programming, organizational planning, and goals.
- Meet with the club regularly during the fall and spring semesters based on the club constitution.
- Attend on and off campus activities. The advisor is responsible for ensuring that all members of their club follow the college's code of conduct. If unable to attend, appoint another PCCC faculty or administrator as chaperone.
- Possess a copy of the organization's constitution as well as an updated list and contact information of club members. Confirm that the constitution follows College and SGA policies. This includes ensuring that all club members are eligible for membership.
- Encourage, reward and recognize outstanding work, and stress the importance of each member's contribution.
- Search for opportunities that allow group members to grow and learn, and that encourage good decision making.

# Working with Your Student Leaders

Generally, your first goal as an advisor is to establish a congenial, effective working relationship with student members of your club. Certainly, the day-to-day operations of the club and the overall success of the club will be enhanced having a quality advisor-student relationship that is professional.

You are in the position of an unofficial supervisor. Though the students are responsible for planning and implementing club projects and carrying out the administrative responsibilities of the club, you must monitor these activities and notify the club officers when corrections may be necessary.

As the club advisor, you represent authority, knowledge, and experience to the students. Often, an advisor is viewed as the individual to whom the club members are accountable for their decisions and actions. It is imperative that these perceptions and the trust of the students are not used in inappropriate ways.

## *Building a Solid Team*

Once the student club/organization is in place, students should be encouraged to take the lead in club/organization operations. In addition to the responsibilities outlined above, you should provide guidance to members, approval of projects, and input as needed. Whenever possible, you should delegate tasks to their officer teams, since students will learn valuable skills by completing tasks themselves.

## *When to Step In*

Occasionally, when large mistakes are about to be made, you may need to step in and take a stronger hand in the club/organization's operation. Some examples of these situations may include cases in which the students are advocating violation of college policies or the club handbook, where financial integrity of the club/organization is at risk or where internal conflict may be damaging the working order and reputation of the club/organization. Since members are still learning leadership skills, conflicts may arise that require the skills of the club/organization's advisor as a more experienced mediator in order to resolve the problems at hand.

# Advisor Expectation Checklist

Listed below are some expectations which can be negotiated between your student leaders and you. This checklist is designed to help you and your officers arrive at a clear agreement on your role as an advisor. You and your officers of the club/organization should check off each item they feel are an essential duty of yours and then meet to compare answers and discuss any differences. For items that are determined not to be your responsibility, it is important to establish whose responsibility it will be.

- Attend all club/organization meetings
- Attend organization's events – on campus & off
- Ability to call emergency meetings of the officers
- During meetings, inform officers and members about possible violations of College policies.
- During meetings, inform officers and members about possible violations to club constitution and bylaws.
- Provide personal viewpoint during discussions at meetings
- Understand the difference between overlooking a club and running one
- Review minutes after they are distributed to members
- Participate in the goal setting process
- Provide feedback to officers on progress toward goals
- Coordinate workshops based on topics chosen by the officers
- Research and present leadership development opportunities available on campus
- Explain college policies and procedures to the membership
- Cancel events when advisor believes they are poorly planned
- Instill teamwork, cooperation, and collaboration within the officers and membership
- Engage in conflict mediation when conflict arises among officers or membership
- Speak on behalf of the organization to the campus community
- Speak on behalf of the organization to the general public
- Assist with mediating conflicts with the University administration, other organizations, or other entities
- Attend all elections
- Provide officer's feedback on each candidate
- Count all ballots with non-candidate student
- Receive copies of all official correspondence
- Review and show all official correspondence before being distributed

# Be of Service

Club/organizations who enjoy their support of their college administration know that the process of reaching coveted position of favor involved teamwork, commitment, and perseverance. To build a relationship that results in increased support for your club/organization, focus your efforts on becoming an asset. Here's how.

## ***Volunteer on Campus***

- When other student organizations hold new student orientations, be there in force. The benefits of your club/organizations presence are two-fold. First, your presence gives you another avenue to be visible and lend them support they can count on for a job well done.
- Your club/organization gains a prime opportunity to tell incoming students about club/organization recognition. This is just one of the many ways your club/organization can assist other student organizations in accomplishing their goals and in the process demonstrate what an indispensable asset your club/organization is.

## ***Connect with Other Students Groups***

- Networking with other student club/organizations presents your club/organization with valuable opportunities to be visible as a team player, to fellowship with other groups and to exhibit leadership.
- Consider pooling your resources with other groups to complete a project or event and invite other groups to your events.
- Your club/organization may even want to create an officer position to serve an ambassador for your club/organization to build relationships with other club/organizations.

***In addition to being of service to other student organizations, your student leaders have a duty to you, the advisor. Student leaders should:***

- Keep you informed of all activities, meetings, planning and budgeting.
- Inform you of all meetings and events ahead of time to avoid scheduling conflicts
- Review the club constitution together
- Provide you with a list of members and contact information
- Respect your time and contribution
- Speak to you about the group's goals, concerns, suggestions, or questions



## **Student Government Association Values**

- ❖ **Passion**
- ❖ **Inclusion**
- ❖ **Respect**
- ❖ **Integrity**