

An Advisor is ...

- ◆ A person who has a basic love of self and a commitment to share his/her experiences
- ◆ A person who sees advising as an opportunity for rewarding experiences
- ◆ A person who finds pleasure in working individually with students

Be all you can be as an Advisor

- **BELIEVE IN YOUR STUDENTS.** If you believe in them and what they can accomplish, they'll learn to believe in themselves.
- **EVALUATE YOUR STUDENTS.** Give them positive feedback and constructive criticism.
- **PROVIDE YOUR STUDENTS WITH A SUPPORTIVE ENVIRONMENT.** Back them 110%.
- **TAKE TIME TO GET TO KNOW THEM AS INDIVIDUALS, NOT JUST AS STUDENTS YOU ADVISE.** Share your own experiences and ideas with them. Find out what their thoughts are; what their likes and dislikes are.



Club Advisor



A brief guide for faculty and staff members that are serving as student organization advisors.



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Thank you for being a student organization Advisor!

BMCC has over fifty active student organizations. These clubs are led by student leaders who commit their time and effort to ensure that their organizations continue to flourish. Each organization is under the guidance of a Faculty/Staff Advisor. The Advisor's broad responsibility is to provide guidance to the student leaders about the objectives they seek to pursue and to serve as a resource person. On a personal note, Advisors demonstrate to students that there are people who believe in the potential of their organization and that these people are enthusiastic about their pursuits.

Functions of Advisors

- **MODEL BEHAVIOR** – provide advice to club officers
- **HELP SOLVE PROBLEMS** – recommend persons to speak to, reference sources and ideas to try out
- **MAINTAIN CONTINUITY** – help new officers by providing history and stability
- **MONITOR ACTIVITY** – oversee the appropriateness of club expenditures
- **PARTICIPATE** – attend club programs and meetings as deemed necessary
- **LISTEN** – carefully consider the concerns and complaints articulated by the students and provide them with a sincere and realistic evaluation
- **SHARE EXPERIENCES AND NEW IDEAS** – recall activities from your collegiate or professional experiences and share your opinions
- **COMMUNICATE** – know your officers and maintain a contact list, try to be as accessible as possible

What the College may expect of Advisors

The following are not written as part of the advisor's job description. Rather, they are provided as basic areas of responsibility. It is assumed that one who accepts the role of advisor:

1. Is an employee of BMCC.
2. Is interested in the organization and is knowledgeable about its purpose, program, and constituency.
3. Will serve as a consultant and a resource to the organization and to the officers of the organization.
4. Will do all that is possible to insure that the organization will take reasonable precautions in its activities in order to stay within the confines of the policies and laws of BMCC and CUNY.
5. Will assist the organization in developing and achieving performance objectives.
6. Will help the organization develop a program that will provide educational experiences for members.
7. Will participate in the organization to the fullest extent without actually making decisions or setting policies for the organization.
8. Will confer with the Office of Student Activities staff as needed and make them a resource in your efforts as an advisor.

Each club must identify its VIP's: Values, Interests, and Principles

What the club officers may expect of Advisors*



By comments or suggestions the advisor can assist the student club to fulfill its objectives.

The officers of student organizations often are in need of the services of the advisor. The officers may expect the advisor:

1. To know them by name and to be interested in them as individuals.
2. To understand the organization, to be aware of its purpose and assist officers in formulating goals.
3. To assist them with developing procedures and methods for maintaining an effective organization including effectively managing meetings, financial budgets and records.
4. To assist them in matters of college procedures.
5. To assist them to develop leadership skills.
6. To serve as a liaison with the college.
7. To encourage them during difficult periods.
8. To help them evaluate group projects, performances and progress as well as their own individual performances.
9. To serve as a resource and to be aware of additional resources within the college community.
10. To attend regularly scheduled meetings as well as special meetings that may benefit from the advisor's presence.

*HEO'S, faculty and adjuncts may be official club advisors.