

Student Activities Club Resource Manual

ROLE OF THE ADVISOR

When faculty/staff accept the position of advisor to student organizations, they agree to accept certain responsibilities; these include but are not limited to the following:

- Provide information on procedures that their club must follow to carry out activities
- Be present at all scheduled events (or designated/approved district employee), especially any activity involving travel
- To be certain of the content and manner of all scheduled programs so that they are presented in a format congruent with college and district policies;
- Authorize and sign all required forms
- Oversee budgets and finances and assume responsibility for disbursement of funds and timely deposit
- Provide guidance in areas of parliamentary procedures and conducting a meeting (a handbook is available to help you with this process)
- Assist in resolving interpersonal conflicts within the organization
- Represent your organization's interest to various groups/individuals on and off campus
- Assist officers/members with personal problems by providing guidance/counseling, referring them to the Student Activities Office, or referring them to an appropriate department on campus
- Make every reasonable effort to ensure your organization does not violate District policies, regulations, California Education Code, Federal, State, or local statutes
- Provide continuity and stability in a rapidly changing climate within the student life environment
- Assist club/organizations' officers in creating agendas and in keeping accurate minutes for each meeting
- Ensure all new officers and advisors attend the required Orientation Sessions and complete the Club/Organization's Registration Packets each semester through the Student Activities Office
- Advisors must be able to establish relationships with the students in the club/organization
- Advisors will have to manage their time and make the club/organization aware of your level of commitment and availability
- Advisors must be able to attend the organization's meetings and activities to stay informed and to be most effective
- Advisors must have knowledge of all events/activities and plan for all potential risks to any members, students, or participants
- Advisors should emphasize the importance of academic achievement and progress by stressing the need for the students to maintain a balance between their organization, activities, and academic responsibilities

The Student Activities staff is available to assist you with your questions and is a resource for helping you and the club/organization to have a positive experience.

These are some of the various roles that your club/organization may need you to assume during different times of the year, as they develop and grow within the

club/organization; mentor, supervisor, teacher, leader, and follower. Discuss your role and expectations with all the officers and members as soon as possible.

Advisors Should Remember...

- Not to run the club/organization for an extended period of time. This is not to say that it will not ever be necessary;
- They should not do the major share of the work in getting the activities going, but this does not mean you cannot help;
- Not to finance the club/organization. Advancing them money in emergencies is acceptable, however, one should receive approval in the minutes to ensure that you will be reimbursed when you submit your receipts;
- Being a "Buddy" to the members is discouraged in order to maintain a level of professionalism;
- Not to do everything yourself;
- Not to control all of the organization's matters because the students should make the decisions while you ensure that all policies and procedures are followed.

Ensuring Quality Advising

Dunkel, N.W. & Schuh, J.H. (1998). *Advising Student Groups*. San Francisco: Jossey-Bass.

Advisor's Evaluation Checklist

The following questions will provide an assessment of your organization's advisor.

Yes	No	Item
_____	_____	The advisor provides motivation and encouragement to members.
_____	_____	The advisor knows the goals of the organization.
_____	_____	The advisor attends regularly scheduled executive board meetings.
_____	_____	The advisor attends regularly scheduled organizational meetings.
_____	_____	The advisor meets regularly with the officers of the organization.
_____	_____	The advisor attends the organization's special events.
_____	_____	The advisor assists with the orientation and training of new officers.
_____	_____	The advisor helps provide continuity for the organization.
_____	_____	The advisor confronts the negative behavior of members.
_____	_____	The advisor understands principles of group development.

- _____ _____ The advisor understands how students grow and learn.
- _____ _____ The advisor understands the principles that lead to orderly meetings.
- _____ _____ The advisor has read the group's constitution and by-laws.
- _____ _____ The advisor understands the principles of good fundraising.
- _____ _____ The advisor understands how issues of diversity affect the organization.
- _____ _____ The advisor attends conferences with the organization's members.
- _____ _____ The advisor knows the steps to follow in developing a program.
- _____ _____ The advisor can identify what members have learned by participating in the Organization.
- _____ _____ The advisor knows the members.