

## **REGISTERED STUDENT ORGANIZATION ADVISORS**

### **Purpose of Advisors**

Student involvement in campus clubs/organizations allows the student the opportunity to develop organizational and leadership skills. Students can complement their educational objectives through important out-of-class activities that allow them the chance to practice skills and learn about others. In support of this, it is important that persons with experience in organizations be available to assist students in their organizational endeavors. While the range of student activities and group purposes are diverse, advisors can be a valuable resource to the organization in terms of help with procedural matters, College policies and guidelines, and financial concerns. Attaining advisors who are committed to student learning through out-of-class activities is crucial.

### **Advisor's Responsibilities**

The advisor's responsibilities to the organization include:

1. Assist officers in understanding their duties, administering programs and plans, organizing projects and making appropriate transitions.
2. See that continuity of the organization is preserved to the constitution, by-laws, files, traditions, etc.
3. Encourage the use of parliamentary procedures and that meetings are run in an orderly and efficient manner.
4. Encourage students to understand and apply democratic principles.
5. Attend as many organization meetings and events as possible.
6. Articulate campus policies, procedures, and guidelines. Assure the group adheres to them. See to it that the group is registered in the Director of Student Life Office.
7. Assist students in leadership development: offer training opportunities to develop their skills.
8. Be a sounding board, especially for officers and be supportive of the officers.
9. Maintain the ability to deal with the same issues each year, and remain fresh.
10. Be a facilitator among officers and between officers and group members.
11. Be familiar with National structures and guidelines, if relevant.
12. Assist with specific College services, for example, obtaining facilities, vehicles, funds, who to talk to for what, etc.
13. Consult on programs.
14. Consult with individual students when necessary.
15. Be generally available to assist the organization.
16. Notify the Director of Student Life if you are unable to fulfill your commitment as advisor to your club/organization.

Advisors will be required to sign an agreement of acknowledgement and understanding of their responsibilities.