

# Club Advisor Role and Responsibilities



## STUDENT ORGANIZATION NAME

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## ROLE SUMMARY

The advisor helps the students take full advantage of co-curricular learning and serves as a role model and mentor for members of student organizations.

- Serve as a resource and guide for the club, help students find resources on and off-campus.
- Be aware of the purpose and objectives of the club.
- Be aware of the regular meeting time and place of the club.
- Assist club officers and members in activities, programs, and budget planning.

## HOW TO FILL OUT THIS GUIDE

This guide is intended for Advisors as a visual of your level of involvement for the club. Please work with the Club President to fill this out.

*For each statement, respond according to the following scale*

**N/A** = Not applicable to role | **1** = Not important. | **5** = Essential

### Attendance

	Attend any general meetings
	Attend any other organizational activities
	Attend any conferences with the organization's students.

### Student Organization Policy

	Explain college/student organization policy when relevant to the discussion
	Take an active part in the formulation of the group's goals
	Inform the group of infractions of its by-laws, codes, and standing rules.
	Represent the group in any conflicts with members of the college faculty/staff
	Familiarize with college facilities, services, and procedures

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*If you have any additional questions, please contact [jc.ignacio@seattlecolleges.edu](mailto:jc.ignacio@seattlecolleges.edu).*

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	Take an active part in the orderly transition of responsibilities between old and new officers.
	Mediate interpersonal conflicts that arise

## Planning

	Help the student organization president prepare the agenda before each meeting
	Initiate ideas for discussion when it will help the group
	Have regular one-on-ones with the president.
	Keep the group aware of its stated objectives when planning events.
	Take the initiative in creating teamwork and cooperation among officers
	Recommend programs, speakers, activities, etc.

## Data and Record Keeping

	Receive a copy of all official communications including emails
	Store all official files
	Insist on an evaluation of each activity by those students responsible for planning it.

## Additional Notes

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## RESOURCES FOR CLUB ADVISORS

**Student Organization Handbook** - [bit.ly/cabhandbook22](http://bit.ly/cabhandbook22)

**Student Conduct Policy** - [bit.ly/scstudentconduct](http://bit.ly/scstudentconduct)