

# LCCC Advisor Duties and Responsibilities

## *Clubs/Organizations*

- Attend all meetings and events (on and off campus).
- Work with the club to plan activities well in advance so that the proper paperwork can be completed and duplication is avoided.
- Supervise club elections. Submit a roster of the executive board and club members to the Student Life Office after the first meeting.
- Ensure that the secretary of the club submits minutes of each meeting to the SGA and the Student Life Office.
- Ensure that the treasurer of the club keeps an accurate financial record of transactions – monies received, expended and deposited.
- Send a club representative to the Student Government meetings to keep the SGA informed of club news. Does not have to be the same person every time.

## *Events*

- Plan events well ahead of time to ensure that room reservations, work orders, purchase orders, security requests and requests for additional funds can be accommodated. Two week lead time is required for all paperwork.
- Club Account numbers must be noted on all paperwork in order for the Business office to process.
- Be at the event or activity with the student club or designate someone to take your place. May not be a student.
- Monies generated through fund raising must be deposited in the club account. A cash receipt form must be filled out by the club advisor, signed off by the Student Life Department and deposited with the Business Office within one business day of the event. The Business Office will deposit the money into the club account and provide a receipt. Refer to college policy.
- Activities planned for the following school year may be submitted to the Student Life Office for inclusion in the Student Handbook and College Calendar.
- Travel Forms must be submitted two weeks prior to the event your club is attending. An itinerary and list of participants is required at least one day prior to

the departure. Students must make arrangements with instructors in regards to class conflicts.

### *Publicity*

- All publicity must be approved and generated through the College Relations Office. Advisors are encouraged to notify the College Relations Office of any worthy activity or club.
- Information about the clubs or activities can be publicized through the Campus TV network by contacting X 417.
- Posters/Notices must be approved by the Student Life office.

ANY QUESTIONS ??

PLEASE CALL STUDENT LIFE AT (570) 740-0428 or (570) 740-0429.

## **FORMS**

### **Purchase Requisition Form**

This form is on the College Intranet. It is used to request any purchase a club or organization wishes to make; be filled out with the club account number and approved by the Director of Student Life, Vice President, Business Office and President before any purchase is made.

### **1099 Cash Form**

This form is on the College Intranet. It is used when a club must pay a speaker, band, etc. With the 1099 form, there is also a Independent Contractor Form (on the College Intranet under Finance) that must be filled out and signed by the individual who is being paid. Three original copies of the Independent Contract are required.

### **Cash Receipts Form**

This form is used when a club deposits money from donations, fund raisers, dues, etc into its account. The form is first submitted to Student Life for verification and approval and then is taken to the Business Office for deposit in the Club Account. See attached policy.

### **SGA Activities Form/ Special Activities Request**

All clubs are requested to submit an SGA activities form when activities or events are being planned to the Student Government for approval. This will ensure that the Student Life calendar is kept up to date and duplication is kept to a minimum. It might also promote joint club activities. The Special Activities Form is located on the College intranet. This form is used if a club wishes to reserve a room or area on the college premises. To ensure that a requested room is available, first call X 607. Fill out the form and submit it at least 2 weeks prior to the event.

### **Travel Authorization**

This form is used when club members are going to travel. It must be submitted 2 weeks prior to travel to the Student Life Office. The names of all individuals traveling must be submitted to the Student Life Office 24 hours prior to departure.

### **Travel Expense Report**

This form must be filled out whenever a group returns from a trip.

# ADVISOR ROLES

## Benefits of Advising

- There are many benefits associated with becoming an advisor to a student organization. Here are some:
- The satisfaction of seeing and helping students learn and develop new skills.
- Watching a disparate group come together to share common interests and work toward common goals and an understanding of differences
- Developing a personal relationship with students
- Furthering personal goal or interests by choosing to work with an organization that reflects one's interests.
- Sharing one's knowledge with others.

Some roles you may assume as an advisor:

### *Mentor*

Many students will come to see their advisor as a mentor and the success of these relationships can last many years and be rewarding for both the student and the advisor. If the student is seeking an education and a career in your field you may be asked to assist in his/her professional development.

At times a student will seek out someone to assist with their personal development. In this capacity, a mentor will have a basic understanding of student needs and perspectives, a desire to challenge students intellectually and emotionally while providing support to meet the challenge and the ability to listen to students' verbal and nonverbal communication. Students may want to talk to you about family or relationship issues, conflicts they are having with other students or to have conversations about their ideas and thoughts on different subjects.

### *Team Builder*

When new officers are elected or new members join the organization you may need to take the initiative in turning the students from individuals with separate goals and expectation into a team. Team building is important because it enhances the relationship of the students between one another and the advisor. Positive relationships help the organization succeed and to work through conflicts and difficult times.

### *Conflict Mediator*

Inevitably students are going to join the organization with different agendas, goals and ideas about how things should function and the direction they should be taking. When working with students who have come in to conflict, it may be necessary to meet with them and have them discuss their issues with each other. In many cases, it may be necessary to remind them that they both want what is in the best interest of the organization. Ask them how they think they can work together, point out the organization's mission and ask how their conduct is helping the group achieve its missions.

### *Reflective Agent*

One of the most essential components to learning in "out of classroom" activities is providing time for students to reflect on how and what they are doing. As an advisor you will want your officers to talk to you about how they think they are performing and what they are doing. As an advisor you will want your officers to talk to you about how they think they are performing, their strengths and their weaknesses. Give them an opportunity to discuss their thoughts on their performance. Then, be honest with them. Let them know when you agree with their self-perceptions and in a tactful manner let them know when you disagree. Remember any criticism you provide students should be constructive and you will want to provide concrete examples of actions the student took that seem to contradict their self-perceptions. When students discuss their weaknesses ask them how they can improve those areas and how you can help them. Students usually have the answer to what they need; they just don't like to ask for help. Remember to have students reflect on their successes and failures.

### *Educator*

As an advisor your role of educator will often come through the role modeling of behavior, guiding the student in reflection of their actions and being there to answer questions. One of the most difficult actions to take as an advisor is to do nothing but sometimes this can be the most important action of all. Allow the students to make their decisions even if they do not agree with your ideas. Sometimes students will succeed; other times they may fail. The key is to return to the role of the reflective agent and give the students a safe place to reflect on their experiences.

### *Motivator*

As an advisor you may have to motivate students to excel and to carry out their plans and achieve their goals. Some students are easily discouraged and at the first sign of difficulty they may want to quit, you will need to be their cheerleader to keep them excited about all of the potential successes they will experience you can motivate students through the recognition of their efforts appealing to their desire to create change and to connecting their experiences here at the College to the experiences they will have in the community.

### *Policy Interpreter*

Student organizations operate under policies procedures and rules at times students may not be aware of these policies and they will do things in an inappropriate manner, the more you know about these policies the better advising you can give to the students on their plans.

As an advisor you will assume numerous roles and all possible roles are not mentioned here. A key idea to remember is that you are an **advisor** not the leader. You provide guidance, insight and perspective to students as they work on projects but you should not be doing the work. Students will learn if they are engaged. Be careful of being challenged into doing the work for a student project. The students make the decisions and they are accountable for those decisions and of the successes and failures of their groups.

- Know it all.
- Be the leader or “run” the meeting.
- Say I told you so.
- Impose your own bias.
- Manipulate the group, impose or force your opinions.
- Close communication.
- Tell the group what to do, or, do the work of the president or other members of the executive board.
- Take everything so seriously.
- Take ownership for the group, be the parent or the smothering administrator.
- Miss group meetings or functions.
- Be afraid to let the group try new ideas.
- Become such an advocate that you lose an objective viewpoint.
- Allow the organization to become a one person organization .
- Be laissez faire or autocratic.
- Assume the group handles everything okay and doesn't need you.
- Assume the organization attitudes, needs and personalities will remain the same year to year.



## ADVISOR DON'TS

- Each advisor and organization leadership should openly discuss what kind of role the advisor should play with the organization.
- Be visible and attend all meetings and events of the organization you are advising. Students must be chaperoned by the club advisor or approved designated chaperone when traveling overnight.
- Serve as a resource person. Offer your expertise to the students. The advisor does not set the policy of the group but should take an active part in its formulation through interaction with the members of the group. Since members and officers in any organization are ordinarily active only as long as they are students the advisor can serve as a continuity factor for the group.
- Supervise elections of club officers. Develop a strong working relationship with all of the officers. Meet with the officers and help them set goals.
- Assist officers with procedural matters. Be knowledgeable of the organization's purpose and constitution and help the general membership adhere to them. An updated constitution and list of club officers and members should be submitted to the Student Life Office after the first meeting/ elections.
- Head off situations that might give rise to poor public relations for the student group or college.
- Represent the group and its interest in staff and faculty meetings. Reach out to other advisors or departments (i.e. Student Organizations) for assistance.
- Keep your sense of humor and enthusiasm. Share creative suggestions and provide feedback for activities planned by students.
- Be consistent with your actions. Model good communication skills and listening skills. Develop good rapport.
- Enjoy the impact you can have on the students' development. Help to develop the leadership potential within the group.

## Student Organization Officer Roles

Each student organization writes its own constitution and bylaw which should outline the basic role of each organization officer; it is solely up to the members of the organization to assign responsibilities to a specific officer.

Here are some *potential* responsibilities for each officer:

### Role of the President

- Presides at all meeting of the organization
- Calls special meetings of the organization
- Schedules all activities of the organization
- Obtains appropriate facilities for organization activities
- Prepares and files any report required
- Appoint committees
- Represents organization at official functions
- Maintains contact with organization advisor
- Votes in cases where there is a tie

### Role of the Vice President

- Assume the duties of the President as needed
- Serve as an ex officio member of standing committees
- Coordinates organizational recruitment efforts
- Represents organization at official functions
- Remains fair and impartial during organizational decision making processes

## Role of the Secretary

- Keeps a record of all activities of the organization
- Keeps and distributes minutes of each meeting of the organization
- Creates and distributes agendas for each meeting of the organization
- Notifies all members of the organization
- Prepares organization's calendar of events
- Handles all official correspondence of the organization
- Manages organization office space
- Collects organization mail from the advisor or wherever mail is received

## Role of the Treasurer

- Keeps all financial records of the organization
- Prepares and submits financial reports to the members
- Prepares all budget requests for funds
- Advises members on financial matters
- Coordinates fund raising efforts