

ADVISORS WANTED

Become an Advisors to a Club or Organization

The Office of Student Life and Leadership Development has always appreciated and valued the involvement advisors bring to the Co-curricular Program at Monroe Community College. We have called on advisors to help us assess the quality and effectiveness of the campus experience being provided to students. As more and more students are expressing interest in receiving hands-on learning experiences outside of the classroom, we find that advisors play a vital role in the student's development process and you can take pride in helping develop tomorrow's leaders. No other campus activity provides a better opportunity for faculty/staff members to participate in the total education of our students, along with experiencing the rewards from serving in this role.



Please take a moment to consider becoming an Advisor to one of our student clubs on campus. If you are interested, please fill out the bottom portion of this form. Your name will be forwarded to a student group. The Office of Student Life and Leadership Development will contact you for a meeting with the Director or designee in our office (3-126), and the student leaders.

Thank you

Faculty/Staff Name _____

Department _____

Phone contact: _____

Please check one or more:

Recreational **cultural/social** **academic** **any type**

CLUB ADVISOR RESPONSIBILITIES

The Advisor's leadership within the club/organization has a positive impact upon the growth of that club. The manner in which the Advisor exercises his/her responsibility very often means the difference between mediocrity and success.

The functions performed by the Advisor must go beyond the role of a passive bystander and should be characterized by ongoing guidance and leadership to the student group. Some of those advisement functions which the Office of Student Life and Leadership Development places importance upon are classified as follows:

CONTINUITY:

Maintaining the existences of the organization. Functions included: Orientation of new officers; historical perspective; interpreting institutional policies pertaining to the student club; arbitrating intra-group disputes, where necessary, and other functions related to the perpetuation of the club.

GROUP GROWTH:

Focusing on the operational effectiveness of the group and stimulation progress toward the goals of the club. (Discourage domination of the groups by any individuals or minority group. Function includes: constructively suggesting ways the group can better obtain its objectives and identifying techniques which can prove helpful in this process.

PROGRAM CONTENT:

Performing an educational function. Function includes: Assisting students in the planning and development of relevant and meaningful programs, new program ideas, and the practical applications of classroom skills and theories.

These functions are compatible and can be performed in a variety of ways for clubs/organizations at the various stages of their development. While these functions can be performed in a particular sequence, in all probability the functions are best applied as the growth stage of the group dictates.

OVERALL GENERAL RESPONSIBILITIES

The responsibilities outlined below constitute a "job description" for the Advisor.

- A. Resource/Consultative
Identify available resources for the organization and provide helpful advice where necessary.
- B. Continuity
Serve as the group's memory and augment orientation and leadership skill workshops offered by the Student Center.
- C. Counseling
Provide an important personal link between the student and the College.
- D. Policy Interpretations
Know the College and/or MCC Association, Inc. policies/procedures, which govern the co-curricular program and assist in interpreting those policies to the student officers and membership. (Reference: Policies/Procedures Manual)
- E. Evaluation
Evaluate with the officers, the progress of the organization for the year and submit the results of that evaluation to the Student Center.

Supervision

- 1. Financial Matters
 - Assist in the preparation of the annual Student Association Budget preparation.
 - a. Review with the Treasurer, the financial reports he/she provides and compare this report with the statement sent to you by the Student Center Accounting Office.
 - b. Approval of all expenditures.
- 2. Organization Meetings
Attend all regular and special meetings of the club in order to keep informed of activities and be available for consultation.
- 3. Attendance at Club Activities/Events
Attend club activities and events and special meetings of the club in order to keep informed of activities and be available for consultation.
- 4. Academic Requirements
Assist the Office of Student Life and Leadership Development in ensuring that all Club Officers meet the requirement of satisfactory progress as defined by the College.
- 5. STRUCTURAL RELATIONSHIP
Chartered clubs/organizations are one of the six major components of the co-curricular program. The other program areas include: Student Government, Campus Activities Board, Media, Intercollegiate Athletics and Intramurals,

