

Inter-Club Council (ICC)

Role of Club Advisor

Club Advisor Responsibilities

1. Be a resource and offer guidance to students to facilitate Club achievement by assisting in planning for the year's activities and conducting meetings with proper procedures and planning.
2. Help students understand and follow appropriate college policies governing student activities. Ensure that all reasonable steps are taken considering the safety and welfare of Club members.
3. Supervise Club budget and oversee all financial records, including, but not limited to:
 - a. Reviewing for completeness and signing all college forms and documents before distribution.
 - b. Making sure necessary back-up documentation, including original receipts for expenses, is attached to forms or documents and submitted within required time.
 - c. Receiving necessary training on college accounting procedures practiced by the Club President and/or Treasurer and ensuring that the Club is keeping accurate records.
4. Attend all meetings and activities of the Club, on- or off-campus, from the time the students arrive until the end of the activity. If unable to attend a meeting or activity, assist students in finding a back-up Advisor.
5. Provide guidance and mentoring to Club members to achieve a worthwhile program and in fulfilling their general objectives and goals including being a student leader.
6. Strive to maintain proper conduct and action of the group for which you are responsible. Be inspirational and constructive while providing a climate for student-leadership to develop.
7. Receive training from Office of Student Life on college procedures including scheduling activities and events and college accounting practices.

Tips for Success for the Club Advisor

1. Have an attitude that this is an opportunity to help students find an answer to some of their social and personal needs in relation to others.
2. Recognize that the Club leaders and members need an Advisor, not in name only, but to serve as a resource person, a counselor, and a mentor with enthusiasm, imagination, constant reassurance, and an ability to revive discouraged leaders.
3. Assist Club members in knowing the constitution and by-laws of their Clubs as well as the ICC Constitution and By-Laws. Encourage participation by all members. Ensure that they fulfill all of their obligations. Help Club members evaluate their meetings and activities.
4. Be aware that the Club officers need to learn certain attitudes, skills, and leadership techniques. Your support, involvement, and attendance gives club members that often-needed initial example to get involved and become self-starters and leaders.
5. Meet with the Club President in an informal setting where you will not be interrupted and talk over his/her plans. Explain that it is your privilege to be a Club Advisor and detail your responsibilities. Request that your advice be asked before important Club decisions are made in order to avoid possible difficulties and/or conflicts during meetings.
6. Assist the Club President in understanding certain factors regarding group dynamics.
 - a. The varying needs, interest, attitudes, and sensitivities.
 - b. The sub-groups, loyalties, antagonisms, and relationships between members.
 - c. The social, ethical and religious background of the group members and established customs which must be understood.
7. Help the student leaders to know what to do when certain group responses occur.
 - a. Lapse of interest.
 - b. Antagonism.
 - c. Gripping.
 - d. Selfish demands.
8. Help student leaders develop certain traits:
 - Impartiality
 - Diplomacy
 - Friendliness
 - Freedom from desire to dominate
 - Sensitivity to needs of the group and individual members
 - Objectivity
 - Restraint
 - Enthusiasm
 - Sense of humor
 - Open-mindedness
 - Resourcefulness

Club Advisors Should Keep in Mind the



Attainment of the General Education Goals

1. Activities lend themselves to practices in democratic methods. Example: The will of the majority rules, but respect for the dignity of each individual remains intact.
2. Activities lend themselves to the development of knowledge, attitudes, skills, inner resources and appreciation which make for satisfying self-realizations.
3. Activities through interpersonal relationships teach cooperation and respect for the worth and dignity of another.
4. Activities offer an enrichment of human values through the broadening of experience given the various mental, physical, emotional and aesthetic processes.
5. Activities help each Club member develop strong leadership skills, good interpersonal relationships, and help them assume and understand the role of individual responsibility.
6. Activities enable opportunities to learn of new cultures and ideas as well as foster an awareness and understanding of new populations.