Club Advisor Responsibilities

- Ensure G.P.A. requirements are being met.
- Lend experience, knowledge and act as a resource to the club.
- Encourage students to participate in community outreach opportunities.
- Attend the organization’s meetings, and programs that will not conflict with your daily schedule.
- Must accompany the groups outside functions such as, field trips at all times.
- Oversee that someone is present for all CampusNet meetings held the third Wednesday of the month.
- Foster teamwork within the organization and serve as a liaison between the college and the organization.
- Play an active role in helping the students set up meaningful programs that are consistent with the organization’s objectives and with the mission of the college.
- Discuss organizational programs with the Office of Student Life.
- Encourage the organization to evaluate its objectives periodically to determine the degree to which they are being accomplished.
- Encourage the development of initiative, responsibility and leadership in the organization. Holding an office can be a rewarding experience if students learn to take on responsibilities and learn about interpersonal relationships.
- Encourage the active interest of the organization in Student Life via T.C.S.A., Program Board and CampusNet, so that it will identify as a part of the whole campus community.
- Advisors should make themselves knowledgeable of all college policies and procedures and encourage adherence of them within the organization.
- Supervise the financial transactions of the organization’s funds and the maintenance of financial records. This includes supervising purchase requisitions, deposits and withdrawals of organization’s funds.
- Sign documents on behalf of the organization. These include, but are not limited to, activity approval forms, purchasing requisitions, general petitions; room set up requests, work orders, room and vehicle reservations.
- Be knowledgeable of the various facilities and resources available to organizations.
- Notify Office of Student Life when you as advisor or co-advisor must discontinue your advisor role.

If you as the advisor to the club are unable to carry out the responsibilities and follow the policies and guidelines for the student organization, the individual organization has the right to remove you from your duties and appoint a new one. The individual organization will need submit a notification in writing for immediate changes to occur. The Office of Student Life also reserves the right to remove the advisor from their role and appoint a new advisor for any club/organization. If at any time you feel you are unable to carry out your position as an advisor, a notification to the organization and the Office of Student Life will need to be submitted.
Advisors Frequently Asked Questions

The Office of Student Life is eager to see organizations grow and become a vital component of the Triton College community. Advisors frequently ask our department questions about student club responsibilities and opportunities. This guide sheet, which lists a number of the more common questions asked by advisors.

1. “I have been asked to be an advisor to a new and/or existing club and I want to know what my responsibilities will be.”
Advisors are a campus resource that helps clubs define projects and set goals. Advisors ensure that an accurate roster is submitted every semester to the Office of Student Life. Furthermore, advisors should be familiar with the club’s constitution, which is available in the Office of Student Life. Advisors are also responsible for helping oversee any budget that may be available. Advisors should attend regular meetings and events and act as a link to the Office of Student Life. It is also encouraged that the advisors meet with the Office of Student Life and attend various fairs and workshops.

2. “As an advisor, do I need to attend all of the club’s meetings and events?”
We encourage that Advisors be active participants in a club’s regular activities and events. The advisor helps guide the organization and in many cases, play a large role in the organization’s success. The advisor is not required to be present for all events that are sponsored by the club, however advisors should make every effort to find times that will make it possible for the club to meet with her/him.

3. “My organization wants to hold an event and possibly open it up to the general public; what should I consider?”
All events vary in nature; however, they all need to be approved by the Office of Student Life. Items that the Office of Student Life suggests you consider when planning events include the following: catering requirements, audio/video needs, campus police and/or security, building set-ups, performer/entertainer fees and contracts, and publicity on campus. If your organization is planning an event, take a few moments to make an appointment to visit the Office of Student Life to discuss any questions.

4. “Our club wants to hire a performer/entertainer for an event, what should I do?”
Advisors should make sure that the organization has ensured to have enough funding to cover event-related expenses prior to making any commitments with performers, agents or vendors. Most performers/entertainers will require a fee for their appearance. In order for any entertainer to be paid, a contract must be completed and signed by the Vice President of Business Services. The Office of Student Life is well versed in dealing with performance agreements/contracts and is always willing to assist an organization with such matters. A good rule of thumb is to give yourself at least a 30-day cushion prior to the intended event. Contracts need to be reviewed, signed and check(s) need to be cut. This process will take at least four weeks.

5. “How do I go about reserving rooms and equipment on campus?”
The Office of Student Life must first review any activity before a room can be reserved. Recognized clubs and organizations are eligible to book rooms and reserve equipment on
campus through the Office of Student Life. The Audio Visual department can provide, but is not limited to the following: TV, microphone, podium, and sound system.

6. “Who should I speak to about ordering food and/or alcohol for an event?”

FSI has the exclusive right to provide food on campus and should always be your first contact for catering needs. They are a great resource in planning a food-related event on campus. If your organization wishes to bring in another caterer, FSI must first be consulted and approve your request. No organization may bring in any food from outside vendors without advance permission from FSI. FSI can be contacted at ext. 3400.

7. “What are some of the ways our organization can advertise events on campus?”

Clubs will typically develop their own publicity, which may be distributed across campus. When advertising on campus you always need to have flyers, posters, table tents, banners approved by the Office of Student Life. The Office of Student Life will post a maximum of thirteen (13) related publicity documents in poster boards located around campus. Flyers should be brought to the Office of Student Life in order to get approval. The marketing department can also be of assistance for other publicity options such as, press release, marquee/plasma screens, public service announcement, and triton’s college website.

8. “What are some of the general resources available to clubs and organizations?”

Recognized clubs are eligible to reserve rooms and equipment on campus, have a mailbox in the Office of Student Life, free access to the sign shop, marketing avenues through the marketing department, special funding, and more.

Do’s and Don’ts of Advising

**DO:**
- Allow the group to succeed
- Allow the group to fail, within reason
- Know your limits
- Know your group’s limits
- Be visible
- Be consistent with your actions
- Teach leadership
- Keep your sense of humor
- Learn when to speak/when not to
- Inform group of policies
- Note your work on your annual report

**DON’T:**
- Control the group
- Manipulate the group
- Miss group meeting or functions
- Take ownership of the group
- Close communications
- Be afraid to let your group try new ideas
- Know it all
- Take everything so seriously
- Say, “I told you so...”
- Act as the President
- Believe you are insignificant
Advisor Evaluations

Advisor Self Evaluation Checklist
Advisors can self-evaluate their performance as an advisor for their respective student club or organization by submitting the Advisor Self Evaluation Checklist to the Program Assistant for Clubs & Organizations, Room B-140C for review. Form can be found under student life forms.

An appointment can also be requested to speak with the Program Assistant for Clubs & Organizations at ext. 3221 to discuss about your Self Evaluation form and options that the Office of Student Life can provide to better assist you.

Advisor Assessment
Student Leaders have the right to evaluate their advisor’s performance by submitting the Advisor Assessment form to the Program Assistant for Clubs & Organizations, Room B-140C for review. Form can be found under student life forms.

In the event that the student(s) feel that their advisor is not meeting the needs as the club or organization advisor, an appointment can be requested to speak with the Program Assistant for Clubs & Organizations to discuss options and assistance in finding a new advisor for their club or organization.