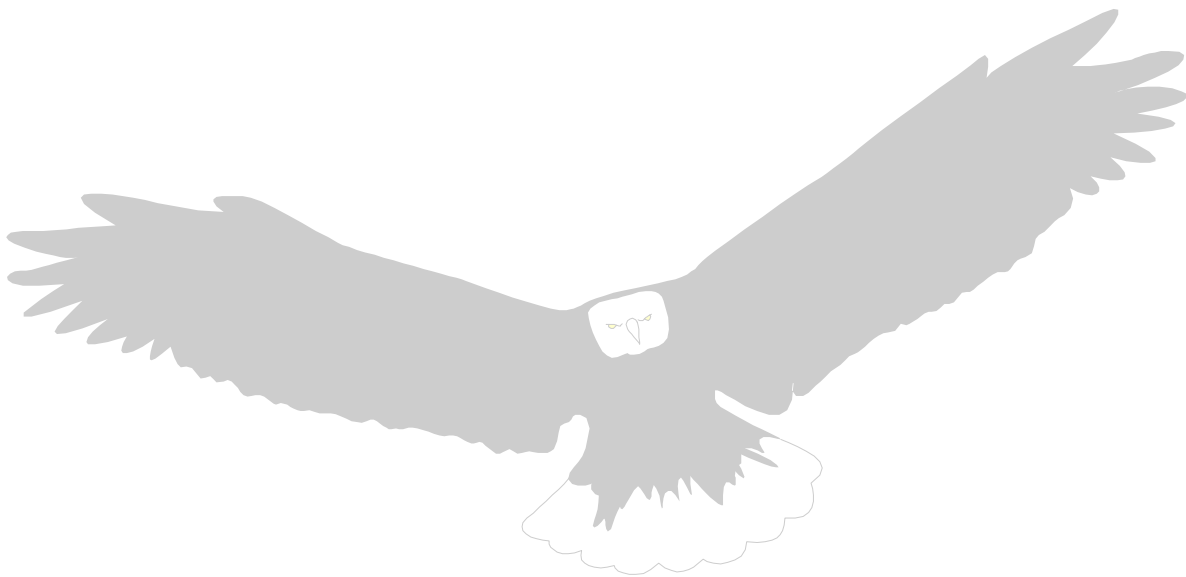


NorthWest Arkansas Community College



Student Organization Advisor Guide 2003-2004

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RESPONSIBILITIES OF ADVISORS

1. Complete the Advisor Form (Appendix A)
2. Complete and return yearly Organization Registration Packet located in Student Organization Handbook (Appendix A or B)
3. Give guidance to organization member in development and yearly revision of a constitution and a set of by-laws for the organization
4. Attend all organization meetings
5. Be present at all events scheduled by the organization
6. Give guidance to the organization and assist the officers in developing a schedule of meetings and activities that will assist the group in fulfilling its purpose
7. Ensure that activities conform to the policies and standards of NWACC
8. Ensure that the students do not undertake projects, which will consume an undue amount of time, impair scholastic standing or endanger the health and safety of the students
9. Assume responsibility for the conduct of those students who participate in activities of the organization
10. Take appropriate action to prevent undesirable incidents and correct improper or objectionable situations, which may arise during a function (If student behavior is of such nature that it requires official disciplinary action, a report of this behavior should be made to the Vice President of Student Services)
11. Serve as the contact person between the organization and the Director of Student Activities and Organizations
12. Assist the group in achieving sound financial goals
13. Encourage members to operate within the framework of the College policies
14. Delegate as much responsibility as possible to the students, making sure to identify procedures for fulfilling this responsibility
15. Advisors should act in a consulting and advising capacity only (The financial decisions and program development are the responsibility of the students in the organization. Final decisions should be made by the organization; however, if an advisor believes an unwise decision has been made, more appropriate actions may be encouraged.)

TEAMWORK

In working with organizations/clubs, it is important to share responsibilities with others. Following are important reasons for learning the art of delegating.

1. Sharing responsibilities gives others a chance to develop their leadership potential and skills.
2. The accomplishment of goals can be appreciated more when shared with others.
3. A variety of talents and skills are available when others are involved.
4. More information, ideas, and suggestions can be shared, developed and utilized.
5. More work can be accomplished with the help of others.
6. More support for the program(s) and activities can be generated and expected.
7. One can develop, practice, and sharpen his or her leadership skills by leading others.
8. The involvement of others in the development of trust and friendship.

COMMITMENTS

Committing oneself to an organization is a voluntary action. One must believe in the purpose and ideals of an organization before one can be committed to action. A person who has clearly accepted the responsibilities should know the qualifications and requirements expected of membership. Being committed is doing what you say you will do and doing it well.

The following is a list of commitments, which may be presented to members for consideration. Each organization/club should brainstorm and develop its own list.

1. Share the glory and recognition with fellow members.
2. Be committed to and understand the goals.
3. Attend meetings.
4. Help organize and attend scheduled events.
5. Have a positive attitude.
6. Strive for scholastic achievements.
7. Be aware of what the organization is doing and serve as a resource whenever possible.
8. Get to know others and help each other.
9. Plan and organize events, meetings, etc. in advance.
10. Provide adequate publicity.
11. Be responsible, prompt and enthusiastic.
12. Continue to learn roles and responsibilities and be willing to involve or assist others.
13. Be willing to participate in orientation, recruitment and training programs.
14. Accept guidance and direction from other members.
15. Be thorough and carry through with ideas.

CHARACTERISTICS OF EFFECTIVE ADVISORS

Effective student organization/club advisors:

1. Be well informed about the plans and activities of the group.
2. Provide opportunities for educational and personal development for students who participate in the organization/club.
3. Discourage domination of the organization/club by any individual or “clique”.
4. Organize an orientation, either formal or informal, for the training of new officers.
5. Communicate the expectations to the officers of their roles and responsibilities.
6. Provide assistance in the planning of the overall program.
7. Encourage the officers and the members to establish goals for the organization/club to evaluate both individual programs and the overall progress of the organization/ club.
8. Encourage the officers to get as many members as possible involved in the planning and implementation of programs and activities.
9. Encourage other students with potential talent and qualifications to become involved in the organization/club.

ADVISOR FORM

I have reviewed the Club and Organization Handbook, provided by the Director of Student Activities and Organizations and the Vice President of Student Services, and understand the rights and responsibilities pertaining to registered student organizations.

Organization Name: _____

NWACC Faculty/Staff Advisor #1:

Name (Please Print)

Signature

Department

Home Address **City** **St.** **Zip**

Office Telephone **Home Telephone**

I have consented to be faculty/staff advisor to the above named club organization for the year of 2002 - 2003.

Signature

Date

NWACC Faculty/Staff Advisor #2:

Name (Please Print)

Signature

Department

Home Address **City** **St.** **Zip**

Office Telephone **Home Telephone**

I have consented to be faculty/staff advisor to the above named club organization for the year of 2002 - 2003.

Signature

Date

Community Sponsor (if applicable):

Name (Please Print)

Signature

Department

Home Address **City** **St.** **Zip**

Office Telephone **Home Telephone**

I have consented to be community sponsor to the above named club organization for the year of 2002 - 2003.

Signature

Date