

THE TANGIBLE CLUB/ORGANIZATION ADVISOR
Burman University

Special interest clubs, academic clubs and performing organizations are required to have a faculty/staff advisor that, according to policy, is approved by the Campus Life Committee and is responsible to the Vice President for Student Services. (All categories will be referred to as clubs in this document.)

A. Selecting an Advisor

When selecting an advisor:

- find a Burman faculty or staff person who has knowledge and skills related to the mission and purpose of the club.
- find a Burman faculty person from your department to serve as an advisor when starting a new academic club.
- discuss the role of the advisor and the time commitment involved with all potential candidates.

B. The Role of the Advisor

One of the most important responsibilities of a club advisor is to develop and mentor student leadership in such a way that they learn the value of conducting their business and activities in an honest and transparent fashion while making use of open communication skills.

The advisor:

- is expected to assist students write their constitution and bylaws when starting a new club and submit a list of elected officers, none of whom may have a cumulative GPA of less than 2.25, be on academic or citizenship probation or be enrolled in less than six credits per term, to the Vice President for Student Services to be approved by the Campus Life Committee.
- is expected to attend and assume appropriate responsibility for committee meetings, general club activities and functions so plays an integral part in the success of the club. In other words, all business and decisions of the meetings must be reviewed and approved by the advisor prior to enactment including all wording and poster content for advertising purposes.
- can be open in offering suggestions, considerations or ideas and discussing possible consequences but must not dictate the club's programming or activities.
- should be available to assist the club's Financial VP in preparing a budget for the year, encourage good record keeping and suggest corrective measures, when necessary.
- should be aware of the constitution and bylaws of the club and help with election procedures in Winter Term.
- may ask for a faculty/staff designee to fill in at an event should s/he not be able to attend that event.
- must submit the list of newly elected officers for the upcoming year, none of whom may have a cumulative GPA of less than 2.25, be on academic or citizenship probation or be enrolled in less than six credits per term, to the Campus Life Committee before their last scheduled meeting in Winter Term for approval.

- should be familiar with university college values, policies and procedures as incorporated in the Student Handbook, the Faculty and Staff Handbook, The Seventh-day Adventist Church Manual and the North American Division Working Policy and help the club comply with them.
- should be prepared to deal with major problems or emergencies within the club.
- must provide information concerning plans to dissolve the club, if necessary, to the Vice President for Financial Administration and the Vice President for Student Services.
- is responsible to act as the administrative liaison between the club and the Vice President for Student Services

Please note:

- Advisors may not engage in any unauthorized financial transactions on behalf of the club.
- Advisors may not release confidential student data to club members except to confirm eligibility of a student to serve as one of the executive leaders of the club.

C. The Club's Responsibilities to the Advisor

The club, based on the role of the advisor as listed above, should:

- include the advisor in the planning of all activities.
- consult him/her before any amendments are made to the constitution or bylaws, before any major projects are started, and be sure all business and decisions of the meetings are reviewed and approved by the advisor prior to enactment.
- remember that the advisor cannot vote but s/he should be free to express ideas and opinions at all meetings.
- discuss expectations, problems and concerns with the advisor.
- remember that the advisor's time and energy are donated.
- budget for and pay for all club related costs incurred by the advisor including, but not limited to, mileage, admission fees, meals, etc.
- evaluate the help given by the advisor and give appropriate feedback at the end of each semester.

D. Suggestions for Effective Advising

The maturity and skill level of the club and its leadership should dictate the style of advisement used.

Please:

- express sincere enthusiasm and interest in the group and its activities.
- be open to feedback from the group; talk with them regarding your role as advisor; be willing to admit mistakes.
- provide feedback to the group and the leaders regarding their performance.
- be familiar with the Student Handbook and the Clubs and Student Organizations Policies so that you can be a knowledgeable resource for the group.
- participate with the club and get to know the members; be available and accessible to them. (They will feel more comfortable and be more open to your input if they know you.)
- discuss any problems encountered during a club meeting with the officers immediately following that meeting.

- be careful of becoming too involved with the club and remember that you are not a member: the role is to advise, assist and facilitate.

E. Term of Advising and Withdrawal from Advising

Advisors are eligible to sponsor a club for one or more academic years.

There may come a time when an advisor no longer wishes to continue in his/her role and may withdraw at any time. Once that decision has been made, the advisor is encouraged to talk with the club's leadership and assist them, if possible, in locating another advisor. Send a letter to the Administrative Specialist in the Student Services Office documenting the change.

Since clubs are required to have an advisor, the withdrawal will place the club in an unregistered status until a new advisor is found.