Functions and Responsibilities of Club/Organization Advisors

1. The primary function of an advisor is to offer students opportunities to exercise initiative, judgment, and leadership skills and to enjoy a measure of autonomy in self-directed social, educational, cultural, and recreational activities.

2. The role of the advisor is ‘passive.’ Advisors should not control the group’s activities, but should give guidance and scope of direction to the group.

3. It is important to review and be familiar with the club’s constitution, procedures, and skills necessary for conducting effective meetings. It is expected of all club advisors to be present at club and organization meetings. Other procedural matters concerning ABAC guidelines for on and off campus activities should be understood as well.

4. The organization should be encouraged to meet on a regular basis; at least once per month. The organization should also be encouraged to meet the advisor on a regular basis.

5. The advisor should ensure that the club is financially responsible. The advisor is ultimately responsible for balancing the budget.

6. The advisor should assist the organization with revisions of the constitution and finances, which need to be turned in to the ABAC Inter-Club Council.

7. The organization should sponsor several activities each semester. An advisor should attend as many events as possible.

8. The advisor should assist in the orientation of new officers.

9. Encourage the group to keep accurate records and evaluations on file. Procedures of passing this information onto future members and advisors should be developed.

10. Help the organization develop goals for each semester and prepare a plan to achieve them.

11. The advisor should encourage students to utilize the Office of the Dean of Students as a resource and participate in Student Affairs’ sponsored activities.

12. Be available to sign all forms as needed by the clubs. Forms include, but are not limited to, event, fundraiser, etc.

13. Be available to the members of the club. They may need advice, guidance, or just an ear to bounce ideas off.

14. Travel with student groups when attending off-site conferences.

15. Encourage students to take their responsibilities to the club, ICC, and ABAC seriously. Advisors are an integral part of molding students into successful members of the ABAC and world communities.