

## The Role of the Club Advisor \*

The Club Advisor is the backbone of the club. To act in an Advisory capacity is sometimes unclear in its meaning. Each club takes on its own distinct personality, and Advisors usually learn to work with the club accordingly. In some clubs, there will be enough innovative students to come up with creative ideas. Most clubs, however, may need the Advisor to help with ideas. In either case, the Advisor should only have to be a *supervisor*, and not the one who has to initiate and carry out the work on the idea.

*Note: Club Advisors and Co-Advisors must be employed by SCC. Student workers are not eligible to be Club Advisors or Co-Advisors.*

**Solano Community College Board Policy 5310 states:**

The Administration will assure that staff direction and assistance does not interfere with or curb the exercising of appropriate initiative, leadership, and responsibility by students.

The Advisor's role encompasses the following:

1. Must be present at **all meetings** and **functions** of the club.
  - a. If you are the only Club Advisor and cannot attend some events, contact the SLO for assistance.
  - b. If your club is holding a demonstration or activity where injury is possible (dancing, BBQ, etc.), a Club Advisor must be present at all times, and participants may be required to file a **Voluntary Activities Participation/Acknowledgement and Assumption of Potential Risk Form** with the SLO.
2. Encourage club officers to plan programs and Activities.
3. Assist students in the preparation of program planning, being a critical supporter of their activities.
4. Help evaluate the program after it is completed.
5. See that the necessary paperwork is completed. **See Appendix.** The SLO can assist with ordering any materials and equipment needed for the event as listed on **Request to Hold an On Campus Activity Form**.
6. Make sure the Student Affairs Specialist and the SLO is kept informed as to what the club is doing.

The following are desirable objectives and goals towards which an Advisor might help students work:

1. Help club members learn leadership functions as they plan activities and work together on them.
2. Encourage club members to interact and communicate with each other, as well as the community when they coordinate an activity.
3. Give guidance to the club in evaluating an activity.
4. Direct the club in the use of Parliamentary Procedure. \* Each semester, the ASSC holds a Retreat to which club presidents are invited. There they are taught the basics of Robert's Rules and The Brown Act (Notice Requirements).

- *Advisors may be SCC Instructors, Adjuncts and Staff members*

*Pls note: There can be "Co-Advisors" and you may request that meetings be held in a location near you.*



# Campus Clubs Fall 2019

American Sign Language Club

Black Student Union (B.S.U.)

Campus Cat Club

Coalition for Transformative Justice

Cosmetology Club

Environmental Club

Feminism Club

French Club

Inter-Varsity Christian Fellowship

Legal Scholars Club

M.E.N.

Puente Club

Robotics Club

SCC Gamer's Club

SCC Drama Club

Solano Nursing Class of 2020

Student Veteran Organization

The Human Collective

Water Environment Resources Club (WERC)

Women's Bible Study Fellowship