



CLUB ADVISER ROLE AND RESPONSIBILITIES

REQUIREMENTS

LBCC club advisers must be:

- Contracted faculty
- Part-time, non-contracted (adjunct) faculty
- Manager
- Full-time classified staff with documented permission from supervisor

If the club has one of the above as an Adviser of Record, it may utilize community partners who register as LBCC volunteers--and go through the requisite training and screening--as additional resources for their club activities.

Part-time classified staff may not function as club advisers.

Club advisers are voluntary positions that are not financially compensated. This is true of both contracted and non-contracted employees.

New club advisers must meet one-on-one with the Student Life & Leadership program assistant and student rep within a reasonable amount of time from their assignment as club adviser.

THE ROLE OF AN ADVISER IS TO:

- Assist with determining realistic goals for the club and evaluate the club's progress towards those goals.
- Serve as a sounding board, off which club members can bounce new ideas.
- Provide opportunity and guidance for members to gain experience in leadership and interpersonal relationships.
- Provide logistical support.
- Resolve conflicts between club members and/or officers.
- Be knowledgeable of policies that may impact the club's decisions, programs, etc.
- Facilitate communication and interaction with campus departments.
- Provide continuity and stability as student leadership changes.
- Provide an outside view or perspective.
- Provide the club with connections.
- Help deal with organizational crises.
- Give honest feedback to club members.

RESPONSIBILITIES

Adviser responsibilities can vary widely with the activities of the specific club. Overall responsibilities include:

- MANDATORY: Complete online Campus Security Authority training.
- MANDATORY: Complete online Personal Empowerment Through Self-Awareness (PETSA) training.
- MANDATORY: Complete online Preventing Sexual Harassment training.
- Attend all official off-campus club functions and programs, as well as those held outside regular business hours, to supervise and maintain facilities, policies and participant safety.
- Communicate club needs and events to Student Life & Leadership Office.
- Be well-informed about all plans and activities of the club through regular attendance at meetings and/or frequent communication with officers.
- Conform to the educational purpose of the college as it relates to club activities, programs and personnel.
- Counsel club members as needed so that academic standing is maintained.
- Assist members with planning, supervising, and evaluating efforts of club to provide meaningful social, cultural, and recreational opportunities.
- Promote dialogue between members, administration, student leaders and college community.
- Ensure that all club funds are accounted for and reimbursements prepared according to LBCC processes and in compliance with IRS regulations

CLUB ADVISERS AND TRAVEL

- Advisers must be present at any official club meeting or function that takes place off-campus or outside regular business hours (8 a.m. – 5 p.m.).
- Advisers who drive their own personal vehicles on college-related business—i.e., as a representative of an LBCC club—must carry the state-mandated minimum automobile liability insurance, and have a current Driver Status Report form on file with Public Safety. This form must be submitted annually.

BENEFITS OF ADVISING A CLUB

- A unique opportunity to get to know and work with students outside the classroom or office.
- Watching the group develop to its fullest potential.
- Seeing students develop their individual skills and talents.
- The chance to informally share your knowledge and expertise on relevant topics.
- An opportunity to feel satisfaction and accomplishment through making a special contribution to a particular group of students.

RESPONSIBILITIES OF CLUB MEMBERS TO THE ADVISER:

- Discuss your expectations of the adviser's role with them - from the beginning.
- Notify them of all meetings.
- Send them a copy of all minutes.
- The student rep should meet regularly with the adviser to discuss organizational matters and to relay and update information.
- Consult them before any changes in the structure of policies of the club are made, and before major projects are undertaken or finances requested.
- Understand that although the adviser has no vote, they should have speaking privileges.
- Periodically discuss with them how the adviser/club relationship is working and whether it could be improved to meet your goals.
- Remember that the responsibility for the success or failure of a group project rests ultimately with the club, not the adviser.