**ADVISOR HOW TO’S**

It is a compliment to be asked to serve as an advisor.  It is also a significant responsibility, because the advisor is acting on behalf of the College in the event of an accident, injury, or disciplinary situation.  Club advisors must be North Seattle Community College employees (faculty, staff, or administrators).  The role of the advisor is based upon the nature and type of activities specific to each student organization and thus varies significantly according to the style demanded by individual student organizations.  However, the specific responsibilities performed by each advisor are similar.  Advisors are not expected to perform the duties/tasks of club members (unless they are a member of that club as well); rather, they are encouragers, resource referral agents, guides, and mentors.  Advisors are also expected to be aware of club events and issues and intervene as needed in conflict situations, miscommunications, etc. You are not *required* to attend all the club meetings, but are *encouraged* to attend if possible.

**Interest and Familiarity:** Be thoroughly familiar with the nature and objectives of the club.  Read the Club Manual and be familiar with the policies and procedures described in this document. Support the mission and focus of the student club on campus.

**Approve and Monitor Expenditures:** Ensure sound financial and business practices that comply with state, district, and college policies regarding expenditures of club funds. The Student Leadership and Multicultural Programs (SLMP) office will not approve financial forms without the signatures of the club advisor.  Refer to the Club Manual or contact the Club Coordinator with questions regarding financial transactions and fundraising.

**Attend Club Activities:** Attend all club trips and organized activities – making sure to be present throughout the entire activity – or make arrangements for another faculty or staff member to attend if you are unable to participate.

**Student Conduct:** Be familiar with the expectations set forth in the Club Manual, particularly with regard to the use of alcohol and narcotic substances at college sponsored events.  Report any violations to the SLMP and the Club Coordinator.

**Resource/Liaison:** Be a resource for the club.  Serve as a liaison with other campus offices and staff.  Please notify the Club Coordinator if the club needs to change advisors. [**shierly.mondianti@seattlecolleges.edu**](mailto:shierly.mondianti@seattlecolleges.edu)

**Teamwork/Guidance:** Encourage teamwork within the group and provide guidance in decision making, trust building, and goal accomplishment.