



Council of Clubs
Advisor Handbook

Student Activities & Leadership Development

Student Officer & Advisor Relationship

ALL CLUBS MUST HAVE AN ADVISOR. THIS ADVISOR MUST BE A FACULTY OR STAFF MEMBER, OR A GRADUATE ASSISTANT WHO WORKS FOR MARYWOOD.

1. The advisor should assist the officers formulate long-range goals and steps to achieve them, and with planning and initiating short-term projects.
2. The advisor should assist the officers with university procedural matters.
3. Respect each other. It is important to develop a trusting relationship with the organization officers.
4. The advisor should point out factors bearing on the ideas presented by the officers without imposing his/her own bias. If an idea is inappropriate, the advisor should encourage the officers to consider alternatives.
5. Open communication is critical for a successful advisor/officer relationship.
6. The officer should find the advisor able to assist with evaluation of projects, performance and progress.
7. The advisor should suggest ways in which meetings can be run effectively.
8. The advisor and the officers should discuss expectations of each other. This understanding and agreement is helpful as an accountability tool.
9. The President of the club must set up a monthly meeting (minimum) with the advisor to discuss the progress of the club and issues relating to the club. This meeting can include other members of the club, such as the executive board.

Functions & Responsibilities of 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 give guidance and scope of direction to the group. Facilitate personal growth for the students.
3. It is important to review and be familiar with the club’s constitution, procedures and skills necessary for conducting effective meetings. Other procedural matters concerning Marywood University 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 twice per month. The organization should also be encouraged to meet with the advisor on a regular basis as well.
5. The advisor should ensure that the club is financially responsible. All the clubs and organizations must handle funds through on-campus accounts. The advisor ultimately is responsible for balancing the budget; however, all funds that are taken out of the account *must* be approved by the Office of Student Activities & Leadership Development (SALD).
6. The advisor should assist the organization with end-of-semester reports, revisions of the constitution and finances, which need to be turned in to the Office of Student Activities & Leadership Development.
7. Support the organization through attending club events. Have a thorough knowledge about club events prior to their event date. Troubleshoot potential problems or liability concerns with the students, and contact the Office of Student Activities and Leadership Development if necessary.
8. The advisor should assist in the orientation of new officers.
9. Encourage the group to keep records and evaluations on file. Procedures of passing this information onto future members 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 Student Activities and Leadership Development as a resource and participate in SALD sponsored activities. The SALD Officer has a library of leadership resources that are always available for use.
12. Be familiar with the mission and core values of Marywood University, and ensure that the organization’s actions align with these values. Know the policies and procedures listed in the Clubs and Organizations Handbook and communicate this to students.
13. Ensure that the organization utilizes approval forms, and submits them to the SALD Office in the appropriate timeframe. These forms include (but are not limited to): On and off-campus event requests, fundraisers, meeting room reservations, funding requests.

14. Be available to the members of the club. They may need advice, guidance, or just an ear to bounce ideas off of.
15. Encourage the group to complete a post-evaluation after each program and activity.
16. Reach out to the Office of Student Activities or Leadership Development at any time.