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# Fox Valley Technical College Leadership Camp Staff Session

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## I. There are 3 Types of Advisors:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

## II. The Big Question #1!? Should we even have clubs and organizations right now?

\_\_\_\_\_!!!

- Clubs and organizations provide \_\_\_\_\_ for students.
- Students that are active are more likely to be \_\_\_\_\_ to the college.
- Retention statistics show engaged students are \_\_\_\_\_ students.
- The members you work with need to work, engage, and connect with \_\_\_\_\_ in order to remain motivated and dedicated.

## III. Advisor Roles and Responsibilities

- A. Be knowledgeable about \_\_\_\_\_ policies, procedures, guidelines, regulations, and procedures.
- B. Attend meetings and events but \_\_\_\_\_ run them.
- C. Clubs and organizations are student \_\_\_\_\_, but advisor \_\_\_\_\_.
- D. Give ideas and \_\_\_\_\_ about programs, projects, and the direction of the organization. Teach them how to program effectively.
- E. Allow the students to \_\_\_\_\_ mistakes.
- F. Ensure students are prioritizing \_\_\_\_\_.

- G. Manage the \_\_\_\_\_ Board.
- H. Encourage all \_\_\_\_\_ to be involved and engaged.
  - 1. Look for members you think have \_\_\_\_\_ potential
  - 2. Give them a \_\_\_\_\_ and encouragement
  - 3. Suggest they \_\_\_\_\_ and interact with the current officer
- I. Be a \_\_\_\_\_!
- J. You are the \_\_\_\_\_ for the club/organization.
  - 1. Maintain all \_\_\_\_\_ (minutes, budgets, by-laws, etc)
  - 2. Keep a \_\_\_\_\_ of important contacts and connections.
  - 3. Store \_\_\_\_\_, such as banner and gavel, and awards

**III. The Big Question #2!?** What is the value of our club/organization to the campus community? [Write ideas in the space below] \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**V. Advisor as Coach**

- A. Engage in active listening to \_\_\_\_\_ between the lines
- B. Ask \_\_\_\_\_ questions when it comes to conflict, challenges, goals, disagreements, and priorities.
- C. Be comfortable with \_\_\_\_\_.
- D. It is OK to not provide the \_\_\_\_\_.
- E. \_\_\_\_\_ the person from the position.
- F. Where appropriate, get \_\_\_\_\_ on the team involved in discussions.
- G. Celebrate their \_\_\_\_\_ with them!

**VI. Running Effective Meetings**

**A. Basic Meeting Agenda**

1. Call to \_\_\_\_\_ – Start of the meeting
2. \_\_\_\_\_ – The number that must be present to hold a meeting  
(Usually it is a majority of the members)
3. Approval of the \_\_\_\_\_ – Record of the previous meeting  
*Template for meeting minutes <https://bit.ly/2XQZO68>*
4. \_\_\_\_\_ Reports – Officers report on their activities, concerns, needs, etc.
5. \_\_\_\_\_ Reports – Committees report on their activities, concerns, needs, etc.
6. \_\_\_\_\_ Business – Items left over from previous meetings
7. \_\_\_\_\_ Business – New items for consideration
8. \_\_\_\_\_ – Information for the benefit of the organization
9. \_\_\_\_\_ – End of the meeting

**B. Responsibilities of the Chair**

1. \_\_\_\_\_ the meeting, effectively and fairly.
2. Set and /or follow the published \_\_\_\_\_.
3. Call on \_\_\_\_\_ to participate, make motions, and speak.
4. Restate \_\_\_\_\_ after they are made.
5. Rule on parliamentary \_\_\_\_\_, requires some knowledge of parli-pro.
6. \_\_\_\_\_ discussion and call for votes.
7. Other???

**VI. Your Role as a Staff Member**

- A. Be accessible and \_\_\_\_\_ and \_\_\_\_\_.
- B. You are more than \_\_\_\_\_.
- C. Let the campus (students, faculty, staff, and administration) know you are a \_\_\_\_\_.
- D. What do you have in your \_\_\_\_\_ that can be an advantage?