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# Club and Organization Advisor Summit and Training

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## How to Be a Successful Advisor for Campus Clubs and Organizations

### I. Three Types of Advisors:

- A. \_\_\_\_\_
- B. \_\_\_\_\_ or \_\_\_\_\_
- C. \_\_\_\_\_

### II. Advisor Roles and Responsibilities

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

- I. 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
- J. Help them grow the club/organization with effective \_\_\_\_\_! Video link of my Membership Recruitment webinar: <http://bit.ly/3w8r3yC>

**III. The Big Question #1!? What is the value of our club/organization to the campus community? [Write ideas in the space below]**

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**IV. 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!

## V. Running Effective Meetings

### A. Basic Meeting Agenda

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

**C. Parliamentary Procedure | Basics**

*Robert's Rules of Order, Newly Revised* is typically defined as the resource for anything not covered in the governing documents.

Members can:

1. Present motions: “ \_\_\_\_\_.”
2. Second motions: “ \_\_\_\_\_.”
3. Debate motions: “ \_\_\_\_\_”
4. Vote on motions: “ \_\_\_\_\_”

**Motions are how things get done!****D. Parliamentary Procedure | Tips**

1. A motion should be made before \_\_\_\_\_ of a topic.
2. Only \_\_\_\_\_ motion can be considered at a time.
3. The person making the motion gets to \_\_\_\_\_ about it first, then the floor is open to \_\_\_\_\_
4. Motions can be \_\_\_\_\_ if members want to make changes to it. Amendments are done the same way as motions. Once a motion is amended, you can only talk about that part of the motion.
5. Amendments to the motion must be \_\_\_\_\_ on before going back to the main motion. If the amendment is \_\_\_\_\_, then it becomes part of the main motion. If \_\_\_\_\_, then you go back to the original, main motion.
6. After all of the discussion, take a vote: usually a \_\_\_\_\_ vote passes the motion.
7. There are four common ways to move to a \_\_\_\_\_:
  - a. By \_\_\_\_\_ consent

- b. By seeing no \_\_\_\_\_ discussion, the Chair calls for a vote
- c. By reaching a \_\_\_\_\_ for debate.
- d. By \_\_\_\_\_ debate:  
“I move to \_\_\_\_\_” or “\_\_\_\_\_ the \_\_\_\_\_” requires a second, there is no debate on the motion, and takes a 2/3 majority for approval
- e. After the vote, the chair announces the results.

**Best Practices for Club and Organization Advisors**

**I. \_\_\_\_\_ Retreat**

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**II. Officer Training and \_\_\_\_\_**

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**III. Developmental Approach to \_\_\_\_\_**

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**IV. Club \_\_\_\_\_**

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**V. \_\_\_\_\_ Management**

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**VI. \_\_\_\_\_ Needed Files**

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**VII. Attend \_\_\_\_\_**

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**VIII. \_\_\_\_\_ with Your Student Government Association**

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**IX. Celebrate Club and Officer \_\_\_\_\_**

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**X. Officer \_\_\_\_\_**

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**XI. The Big Question #2: What Do You Need to Succeed?**

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