



November 14, 2025

Club and Organization Advisor Summit and Training

Dave Kelly | America's Student Leadership Trainersm

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!? What is the value of our club/organization to the campus community? [Write ideas in the space below]

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.

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.

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

Notes: _____

II. Officer Training and _____

Notes: _____

III. Developmental Approach to _____

Notes: _____

IV. Club _____ /Club _____

Notes: _____

V. _____ Management

Notes: _____

VI. _____ Needed Files

Notes: _____

VII. Attend _____

Notes: _____

VIII. _____ Retreat

Notes: _____

IX. Celebrate Club and Officer _____

Notes: _____

X. Officer _____

Notes: _____

XI. _____ Neutrality?

