



Certified Advisor Series Module 1: Roles, Responsibilities and Coaching

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There are 3 Types of Advisors:

- 1) _____
- 2) _____ / _____
- 3) _____

I. The Big Question: Why?

- 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

II. Advisor Roles and Responsibilities

Duties as an advisor are different than your role in the classroom.

- 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.
 - a. Look for members you think have _____ potential
 - b. Give them a _____ and encouragement
 - c. 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. 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. What can they take with them into their _____?
- H. Celebrate their _____ with them!