



South Louisiana Community College

How to Succeed as an Advisor for Campus Clubs and Organizations

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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???

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 person who made the _____
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. “ _____ the question”: requires there to be no objection to ending debate. If there is even a single objection, debate must continue.
 - ii. “ _____ the previous question”: requires a second, there is no debate on the motion, and takes a 2/3 majority to approve.