



EXPECTATIONS & RESPONSIBILITIES OF A CLUB ADVISOR

An Advisor:

1. Is a member of the St. Cloud Technical and Community College faculty or staff.
2. Should have a complete understanding of the Student Senate Constitution and its impact on club funding.
3. Should, through regular contact with the student officers, provide opportunity and guidance for individuals to gain experience in leadership and interpersonal relationships.
4. Should be aware of the long-term purposes and goals of the Club, providing long-term continuity within the group. The advisor should be familiar with the group's history, including major changes in the group's program.
5. Should assist in determining realistic goals for the Club and in evaluating the Club's progress toward those goals.
6. Should be well informed about all plans and activities of the group. This may be achieved through regular attendance at meetings and/or frequent consultation with student officers.
7. Should be aware of any special or emergency meetings, and should attend as many of these meetings as may be necessary.
8. Should act as a source of general information regarding SCTCC policies and procedures.
9. Should oversee financial transactions of the Club.
10. Should assist with new officer orientation, making certain that new officers have a copy of the Handbook and any other pertinent information.
11. Will represent St. Cloud Technical and Community College and the State of Minnesota when dealing with the Club.

Club President

Club Advisor

SUBMIT THIS FORM WITH PERMANENT RECOGNITION MATERIALS