Club and organization advisors are volunteer full-time faculty who, out of interest and dedication, give their time and talents to the out-of-class program. Student should realize advisors are not assigned, nor are they compensated for their participation. Every effort should be made to arrange meetings and events so that advisors can attend without undue hardship. The advisor’s role is a special and rewarding one. It is also full of headaches and frustrations. Most of all it is an experience of growth for the students and the advisor both.

**Purpose**: The purpose of having a club advisor is to insure the college fulfills its obligation to students and to conform to both the Education Code and District policy. An advisor is there to insure students have the opportunity to grow and learn from activities outside the classroom and to make sure the club functions within the District’s guidelines and procedures. An advisor serves as a counselor and guides; their mature judgment is invaluable to a student group. An advisor helps the group to achieve the purpose for which it was organized, and assists students in realizing the objective of their group.

Much of the success enjoyed by the activity program at Mission College is directly related to the interest and efforts of advisors. Advisors provide the basic orientation to and continuity for the club program. In a two-year college where the student body turnover is extremely high, the clubs and organizations are dependent on the advisor to provide knowledge, guidance, and direction as the new members try to carry on the activities, traditions and services of the group.

**Responsibilities of the Advisors:**

1. **Supervision.** Advisors are responsible for the proper supervision of any meeting and/or activity staged by the group with which they are working. Experience has shown the most effective campus groups are those whose meetings are regularly attended by the advisors. Although the students should be encouraged to provide their own momentum, they are the first to point out the need for a guiding hand from time to time.

   All meetings, events, programs, etc. (on-campus and/or off campus) must be properly supervised by the advisor.

   a. Supervision may be shared by invited faculty members.

   b. Responsibilities for supervision extend from the beginning to the end of each event including decorating and set-up time.

2. **Purpose.** Advisors should play an active role in helping the students set up a meaningful program consistent with the purposes of the group and with the aims of higher education.

3. **Leadership.** Advisors should encourage the development of initiative, responsibility, and leadership in the student members. Holding a club office can be a rewarding experience if students learn to take on responsibility and learn something about dealing with people.

4. **Finance.** Advisors shall supervise financial transactions, the handling of club finds, and maintenance of financial records. The District Finance Office assists by maintaining all accounts for clubs and organizations. Expenditures cannot be made without the approval of the advisor.
5. Responsibilities to the college.
   a. To insure that the members observe regulations governing club/organization and activities.
   b. To attend scheduled meetings and recognized events or to arrange for a substitute.
      i. If no substitute is available, the activity must be canceled by the advisor and the Student Activities office must be notified.

6. Responsibilities to the organization.
   a. To act as advisor for all activities within the official framework of the organization.
   b. To understand the duties of all officers.
   c. To give guidance and instruction to the membership in scheduling and achieving a worthwhile program.
   d. To encourage participation by all members and fulfillment of all their obligations.

Liability: In general, an advisor engaged in authorized club activities is regarded as an official agent of the college and the student body. The following statement, taken from an opinion by the Attorney General, State of California, may be cited as one example of current legal opinion: “It is well established as common law that where a public officer is empowered to and does exercise judgment, but acts mistakenly or erroneously, he is not liable when he acts in good faith, within the general scope of his authority, without malice, corruption or sinister motives…”

Members
1. The advisor should be recognized as an integral part of the group but not as a member of the organization.
2. The organization must plan its meetings at a time and place their advisor can attend.
3. Officers must keep the advisor fully informed of the program and activities of the organization.

The following Mission College Faculty member agrees to sponsor and act as the advisor for ________________________________.

(Name of Club)

I have read all the above criteria and am aware of the duties and responsibilities of a club advisor.

_________________________________________  ______________________
Advisor signature  Date

Print Name: __________________________________________________________

Advisor Email: _________________________________________________________

Phones #: _____________________________________________________________

Office/MS#: __________________________________________________________