



**Oxnard College  
Student Activities Office**



## CLUB ADVISOR'S ROLE & RESPONSIBILITIES

### 1. THE ADVISOR'S ROLE

- A. Club and organization advisors are faculty and staff volunteers who, because they are interested and dedicated people, give their time and talents to extracurricular programs. Students should realize that advisors are not assigned, nor are they paid for their involvement. Every effort should be made to arrange meetings and events so that advisors can attend without difficulty.
- B. Much of the future success of our activity program is directly related to the interest and efforts of the advisors. Advisors help provide orientation and continuity for organizations and activities. In a two-year college where the student body turnover is heavy, organizations are dependent on the advisors to provide knowledge, guidance, and direction as new members try to carry on the activities, traditions, and services of the group.

### 2. RESPONSIBILITIES OF THE ADVISOR

- A. Advisors are responsible for proper supervision of any meeting or event staged by the group they are advising. Experience has shown that the most effective campus groups are those whose meetings are regularly attended by the advisors.
- B. Advisors should play an active role in helping the students set up a meaningful program that is consistent with the purpose of the group and with the aims of higher education.
- C. Advisors 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 working with people.
- D. Advisors should supervise all student activities, financial transactions, the handling of club funds as well as the maintenance of financial records. The Student Business Office Manager assists by maintaining all accounts for students clubs and organizations. Expenditures cannot be made without the approval of the advisor.
- E. All meetings, events, programs, etc. (on-campus and off) must be properly supervised by advisors. Responsibilities for supervision extend from the beginning to the end of each event.