

Congratulations! You're an Advisor

Being an advisor to a PVCC student club/organization can be a unique experience! The student sees the advisor not only as a professor or administrator but also as a helping friend. This role will also allow you greater opportunities to share your professional expertise in the continuing development and education of our students.

As an advisor, you have the opportunity to help students gain a new perspective of the college and community. You watch students grow and increase their knowledge with skills that go beyond the classroom, enrich your own life, and get inspiration from those students who are making such an effort to become involved and make things happen.

Students make new friends, improve social skills, and develop leadership and time management skills when involved in student organizations. The time and effort spent is also useful when students enter the job market or apply for competitive programs of higher education. The community also benefits from many of the community service programs that student clubs and organizations provide.

You can be a mentor and role model. The most rewarding experience an advisor can have is for a student to say that they received so much more out of college because of his/her involvement in one of our student clubs. As an advisor you make their time and your time memorable and meaningful.

Congratulations! You can make a difference.

Responsibilities of PVCC Club Advisors

1. Understand the organization, be aware of the goals and functions of the group you are advising and assist in developing goals that fulfill the group's purpose.
2. Be familiar with your club's constitution/by-laws, finances, and activities. Review student policies, institutional procedures, and club constitution on a regular basis.
3. Approve all candidates for office in accordance with the club's constitution and criteria. Check periodically to ensure the officers are meeting required duties and responsibilities.
4. Work with club officers and members in upholding the standards and regulations of the college. Offer constructive criticism and guidance, reminding and enforcing college rules when needed.
5. Participate as a consultant in the transaction of organizational business. Assist officers with agenda preparation, club minutes and official correspondence.
6. Assist the club in strategic budget planning and achieving sound financial procedures. All money should be received or expended in accordance with PVCC Fiscal policies and procedure

7. Keep official records, club paraphernalia, etc., during the summer and between changeovers of officers.
8. Encourage members to operate within the framework approved by the SLC. Social activities should be approved through regular channels. Familiarize yourself with the SLC constitution, policies and procedures.
9. Be responsible for the planning of workshops, seminars and conferences to enhance leadership skills.
10. Evaluate and monitor each planned club activity. Attend all scheduled functions planned by the group.
11. Attend all business meetings. Business may NOT be transacted without the advisor present. You may designate a faculty/staff substitute if you cannot be present for a meeting.
12. Submit all events, activities, field trips and meeting to the Student Life & Leadership Office through the Club Advisor Resource Page. All events, activities, field trips and meetings need to be approved by the Student Life & Leadership Office in order for it to be an official event.

Criteria for Establishing a Student Club

The responsibilities for organizing clubs shall include:

1. Identify the purpose of the club you wish to organize. The club purpose must relate to general educational requirements: i.e., business, social science, etc. or be of benefit to Paradise Valley Community College students.
2. Identify and obtain a faculty or staff advisor from PVCC only.
3. The interested students and advisor work hand in hand creating a Constitution and by-laws. The club must submit a constitution and by-laws, indicating the objectives of the club and procedures by which it shall govern itself to the Student Leadership Council (SLC).
4. A petition must be signed by at least 15 students interested in organizing the club and filed in the Student Life & Leadership Office.
5. The club constitution and by-laws must be endorsed by the Student Leadership Council (SLC), and approved by Administration (VP of Learning Support and the President).
6. If the College President or VP denies approval of the organization, the basis for disapproval shall be presented, in writing, to the SLC. SLC will notify the interested students and advisor.

7. Copies of the approved constitution/by-laws of the organization shall be filed in the Student Life & Leadership Office.
8. Groups may assemble for the purpose of organizing a club but will not be eligible for any of the privileges granted to active clubs or organizations until the Student Leadership Council and college administration have approved their constitution.

Club Requirements to Retain Active Status

1. Recognize that, to a degree, the club represents the college to the community. As a result, the responsibility is to uphold the standards that will bring credit to the club, the college, Student Leadership Council and ultimately, to the community.
2. Keep the Student Life & Leadership Office advised as to officers and membership roster (including telephone numbers and email) and any changes therein. This must be turned in each semester. (End of Semester Report)
3. Schedule all meetings, activities, etc.(field trips, fundraisers, events and activities on campus), on the Club Advisor Resource page. This must be done in advance before any room reservations, helpdesk requests or planning for the event occurs. Once Student Life & Leadership has approved the proposed event, preparations for the event can be made with the appropriate departments on campus. A calendar of events and/or meeting minutes must also be turned in each semester.
4. Show, in writing, 20-clock hours minimum of volunteer service per academic year. This should include total hours for the club, not individual club members. The Office of Service Learning is available to clubs as a resource regarding volunteerism or service learning. Also, it is encouraged that a member from each club writes a reflective summary of their experience to be turned into Student Life.
5. Participate in leadership training and club activities presented by the Student Life & Leadership Office.