





What do advisors do?

- ▶ Provide accurate guidance to individuals or groups when conducting business, planning programs and events
- ▶ Help with strategic navigation with conflict resolution
- ▶ Attend all business meetings, and as many programs and events that your schedule permits
- Your students are your responsibility
- This is not to micromanage or show that you do not trust your students; being present allows for the visible display of your commitment and access to you
- ▶ Ensure that club/organization members are in good academic and conduct standing
- ▶ Hold club/organization members accountable with abiding by the College Policies and Procedures, Club/Organization governing documents, and [Student Code of Conduct](#)

Important: Advisors do not just "pop their head in" and sign off on paperwork



Advisor (Leadership) Styles

Direct

- Assign tasks, monitors task progress and completion closely
- Should be used for low-performing and new members that display little or no knowledge of processes and expectations

Coach

- Recognize team and individual strengths, areas for improvement and motivations
- Use these factors to navigate towards and through success(es)

Support

- Provide access, resources, and tools for success until individual(s) prove that they are ready and able to work more independently

Delegate

- Assign tasks, and monitor progress and completion with checkpoints
- Should be used for high performing members that display a comprehensive knowledge of tasks and duties
- These students/members are more responsible/able to be entrusted with working appropriately and autonomously
- This does not mean that they do not need you, but this is able to be implemented after a clear display of trustworthiness to fulfill tasks and obligations



That's Not How Any of This Works

An advisor is **not**:

- ▶ A dictator
 - ▶ A member of the club
 - ▶ Judge and jury
 - ▶ Bound to the governing documents of the club/organization
 - ▶ Responsible for fulfilling student duties or roles
 - ▶ Advisors may participate in volunteer opportunities, but they are not able to complete volunteer hours on behalf of the club/organization that they are responsible for
- Simply put, if an advisor volunteers, the club will not receive credit for the advisor's completed hours.

Note: Administrative permissions may be put in action if they are for the progress of business being conducted in an appropriate manner.

(An advisor may say "no", but it cannot be a personal measure.)

Advisor Eligibility

- ▶ Current, full time Durham Tech faculty or staff member
- ▶ Must have completed their probationary period for college employment
- ▶



Communication

- ▶ Follow up with your students regularly about emails and other communications that may come from the school or the SGA Advisor regarding clubs, organizations, due dates, and activities
- ▶ Verbal agreements are nice, but not enough. **Always** follow up in writing (email) about task delegation, fulfillment, expectations, etc.
- ▶ Initial follow ups should be done within two (2) days of the agreement being made
- ▶ A follow up is not just seeing where students are with task completion
- ▶ Follow ups should also be overviews that revisit any conversation that was had regarding club/organization business.
- ▶ Your student leaders are who need to submit club/organization registration forms and agreements to engage in SGA programming ; as the advisor, you should be CC'd, included in and/or made aware of all







Funding Requests

SGA

- A reminder, voting on it

The guidance above was provided to all club senators and club advisors in the SGA Advisor's written report for April 2024.

No funding requests will be considered after the SGA General Business meeting that immediately precedes the final General Business meeting for the academic year.





