

**Harrisburg Area Community College
Lancaster Campus
Guidelines for Advisors of Student Club and Organizations**

A HACC recognized club or organization is one whose constitution has been approved by the Student Government Association.

General Responsibilities of an Advisor

- A. To have thorough knowledge of the nature and objectives of the club or organization.
- B. To have a belief in, and have enthusiasm for the club or organization and its purpose(s).
- C. To know the students in the club or organizations as individuals.
- D. To be able to attend important meetings of the club or organization along with attending any committee meetings.
- E. To foster teamwork between the club or organization and the advisor.
- F. To serve as liaison between the college and the club or organization, interpreting if necessary, HACC and SGA policy and philosophy.
- G. To know the special HACC facilities which can be of assistance to the club or organization.
- H. To be a general resource person of the club or organization.
- I. To communicate with the Coordinator of Student Life any problems or activities of the club or organization.
- J. To contribute to the club or organization's discussion by listening constructively; i.e., letting the students do the discussing, unless or until the discussion goes off on an unprofitable tangent. At that point, the Advisor will want to contribute the nudge which will set the discussion straight again.
- K. To help with setting up chaperones for the student club or organization's activities.
- L. To encourage participation of the membership as a whole, in the activities and services of the club or organization.
- M. To promote professionalism within the club or organization.
- N. To encourage the active interest of the club or organization in the entire campus program, so that it will identify itself as a part of the whole campus community.
- O. To encourage the club or organization to evaluate its objectives periodically, to determine the degree to which they are being realized, and if such is the case, the manner in which they should be revised for the improvement of the club or organization.
- P. To encourage good record keeping.
- Q. To encourage sound financial and business practices.
- R. To see that books and materials are turned in to the SGA Office at the end of the year.

The Mutual Advisory Concept

Briefly, “mutual advisory” means that individuals of clubs or organizations contemplating action which may affect another person or group should consult with one another before implementing their plans.

This serves to keep all concerned persons informed, promoting better programs through improved communication. The concept has been formalized in some of its application; These include policies in scheduling, financial procedures, etc.

The group that extends the concept through to its additional ramifications will be rewarded with improved interpersonal and inter-group relations and with improved programs. The advisor can best see to it that the “mutual advisory” concept is applied.

Signature of Advisor

Advisor:

I am familiar with the duties of an advisor and I will be glad to serve as an advisor to

(club name)

Signature