



## Advisor Responsibilities

### Advisor Duties and Responsibilities

CCOC advisors play a vital role in ensuring that student involvement within the CCOC is meaningful and productive. The role of the advisor is to support and help guide the CCOC, **not to make decisions** for them. The advisor serves a dual role in serving both the interests of the CCOC and the College. It is essential that the advisors are fully aware of their responsibilities.

### Responsibility of Advisors:

- Have a thorough knowledge of the purpose and objectives of the CCOC.
- Have a commitment to and enthusiasm for the CCOC.
- Thoroughly read and understand the [Club Advisor Information](#) located in the Student Life section of the College website.
- Verify the enrollment status of all students who are participating in the CCOC. Make sure there are at least 5 eligible students each quarter to maintain active status. **Email the ASLCC Club Chair and Director of Student Programs a current member list every quarter by the 3<sup>rd</sup> Monday of the quarter.**
- Non-students cannot be part of a CCOC. If a non-student is helping a CCOC in some capacity a Volunteer Form must be filled out and approved BEFORE the individual can participate/help the CCOC. Volunteer Forms need to be turned into the Student Programs office located on the 2<sup>nd</sup> floor of the Student Center. The individual is not able to participate until you have received an approval email from the Student Programs office. All volunteers must pass a background check. Non-students should not be participating/attending CCOC meetings.
- Summer quarter: A student must be registered for fall classes by their assigned or open registration date in order to participate in CCOC's during the summer if they are not registered for summer classes.
- Once a student graduates they can no longer be a part of a CCOC.
- Make sure a least one member of your CCOC attends the mandatory quarterly CCOC Social. There must be a different student representing each CCOC; the same student cannot represent more than one CCOC. Example: Jane Doe is a member of the Multicultural Club as well as the Anime Club. Jane can represent MCC or Anime but not both. If Jane is going to be the MCC rep then there needs to be another member of Anime present to represent the club.
- Check the enrollment status of all students participating in travel within 24 hours of booking your travel arrangements. **\*\*ONLY** currently enrolled S&A fee paying students or currently employed staff of Lower Columbia College are permitted to travel on behalf of the College and with College monies.
- All CCOCs must follow the ASLCC Student Government Constitution, Bylaws and Financial Code.
- Foster a sense of teamwork with the CCOC and Student Government.
- Promote professionalism within the CCOC and their interactions with other areas on campus.
- Make sure your webpage is up to date. Send all updates to the Assistant Director of Student Programs.

- Encourage and monitor sound financial and business practices based on college policies and procedures, and good record keeping.
- Encourage opportunities with the group that will contribute to student development.
- Allow CCOC officers and members to make decisions concerning the CCOC, including the expenditure of its funds.
- Attend quarterly advisor trainings.
- You or an appointed full-time staff/faculty designee is required to attend the event your CCOC puts on and you are the responsible staff/faculty member for the event.
- Keep CCOC officers and members informed.
- Contact the Director of Student Programs to set up an initial advisor training meeting.
- In the event that you need to step down or need to be relieved of your advisor duties, here is the process to follow:
  - ✓ Immediately notify the Director of Student Programs and the CCOC.
  - ✓ Let the Director know if you already have a replacement prepared to take your place. Your students should be made a part of this process and agree to the replacement.
  - ✓ The new advisor must submit a completed and signed Advisor Responsibility document to the Director of Student Programs.
  - ✓ If a replacement is **NOT** chosen by the end of the quarter, the CCOC will be deemed inactive; please review the 'Requirements for Active Status' on the Club Application.
  - ✓ Fill out the '[Transfer of Advisor Role](#)' form, found in the 'Forms' section on the CCOC webpage, and turn it in to the Student Programs office.

**Advisor Agreement & Approval**

This agreement indicates that \_\_\_\_\_ (Advisor's name) agrees to serve as an advisor for \_\_\_\_\_ (Name of the co-curricular, organization or club) and has read, understood and agrees to the Advisor Responsibilities.

**Advisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**Phone** \_\_\_\_\_

\_\_\_\_\_ (Advisor's name) has my approval to serve as the Advisor for \_\_\_\_\_ (CCOC).

**Supervisor/Dean Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**Phone** \_\_\_\_\_