

NVC RSO ADVISOR RESPONSIBILITIES

Becoming a Club Advisor can be very rewarding as you serve as a mentor for our students. “Advisor” means a person who serves in an advisory capacity to a student organization to guide the organization and its members. Before a prospective Advisor agrees to this role, they must be aware of the commitment saying "yes" encompasses.

To be eligible to serve as an advisor of a NVC student organization, they must be:

- Employees (faculty, staff, or administration) of Northwest Vista College.
- Older than 21 years of age; and is NOT a student of the college.
- appointed by their respective student organizations and are subject to approval by NVC Student Life.

Advisors are required to carry out the following responsibilities:

- Verify and limit membership to only those students who:
 - Are currently enrolled at Northwest Vista College with a minimum course load of 3 semester hours.
 - Maintain a current/cumulative 2.0 grade point average (GPA), and are not on administrative hold, academic or progress probation, or under suspension for disciplinary reasons.
- Maintain active club registration
- Be sure that all club officers and advisors submit a club constitution/bylaws that all agree upon.
 - If a member of a club has consequences based upon expectations of the club (attendance, community service, etc), the club can take action (remove/place on probation) on those consequences. However, if there are behavioral issues (Non-Academic misconduct or Title IX), the situation must go through the NVC College’s Code of Conduct/Title IX process. Clubs (just like classes) may not place disciplinary restrictions on students without going through due process. **reporting info found below*

- Assist with conflict resolution and mediation.
 - It is important to be open to new ideas, listen to all sides of an issue, and be open-minded and flexible in problem solving and decision-making. It is important to remember as an Advisor you will serve as a guide and resource in assisting students to become responsible leaders.
 - *Reporting Information for:
 - [NVC Cares – Office of Student Conduct & Title IX](#)
 - [Other Reporting Resources](#) in regards to Non-Academic Misconduct, Concerning Behaviors and more
- Guide planning and programming events
- Approve/disapprove club events posted in AlamoEXPERIENCE.
 - Advisors will receive a “Review Submission” request in their ACES email: “thumbs up” for approval, “thumbs down” for disapproval.
- Advise students regarding the Alamo Colleges District policies and procedures.
- Act as a liaison between the student organization and the college administration.
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- Monitor all student organization fiscal transactions.
- Verify student organization records and participation credit is current.
- Supervise all activities and events and ensure that alcohol and/or illegal substances are not used/consumed. This includes off-campus events/activities.
- Understand and enforce all information and procedures outlined in the [RSO Risk Management and Compliance Review](#). **Advisors are required to verify the date the information was shared with new and returning members.** See the “Risk Management and Compliance Review” section of this handbook for more information.

Advisors who fail to meet their responsibilities as outlined above and/or per the [Board Policy D.1.1](#) shall be replaced by a simple majority vote of the membership and/or at the discretion of the Vice President of Student Success or designee.

For additional assistance in defining officer-advisor relationships and more contact Student Life for advice and resource materials.

*****Remember that all RSOs are student lead and advisors serve as a guide and support for the organization.*****

You make a difference in student's lives. Thank you for sharing your expertise and developing student leaders.