

The Club Advisor

Every student club and organization at York College must have a club advisor in order to become certified. Selecting a club advisor is an important function of every student organization, new or returning. Student leaders should seek club advisors that are attentive, active and who will attend club meetings and functions. Advisors should be aware of and support the mission and goals of the club.

Club Advisors provide personal experience, serve as role models, and collaborate with student leaders to ensure the success of the organization. Advisors also serve as the link between the college, the Office of Student Activities and the club or organization.

The Role of the Club Advisor

- Advisors serve as resource persons for the club members regarding the policies and procedures of the City University of New York and York College; therefore, they should be familiar with the Student Club and Organization Handbook.
- Advisors should provide guidance for club members in planning events/programs/educational trips and subsequent budgeting related to the aforementioned.
- Advisors should attend meetings and club functions.
- If an advisor, or their designated college representative, cannot attend an event, it will either be postponed or cancelled by the Office of Student Activities.
- Advisors must be available at all club elections and verify the results.
- Advisors shall sign all club documents, including but not limited to club registration, budgets and withdrawal forms; they should also ensure that appropriate signatures are on all forms.
- Advisors, or a designated college representative, must accompany student club members on all club-related group travel and bus trips.
- Advisors are encouraged to meet regularly, and as needed, with the Office of Student Activities staff for updates and advice on student issues.
- Advisors are expected to attend a short training session.