Clubs & Orgs Luncheon

Advisor

17 October 2022

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Clubs and Orgs Coordinator
The Team

Marilynn Gallegos (she/Her)
Clubs & Orgs Coordinator

DeAnna Torrez (she/Her)
SAIL Finance Coordinator

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Associate Director for SAIL Finance and Operations
Agenda

- SAIL Policies and Expectations
- Financial Policies
- How to Navigate Your Student Leaders
- CSA Training/Refresher
You have agreed to become a guide and a mentor for a group of passionate and organized students on our campus. Serving as an advisor is a unique opportunity for faculty and staff to work with Mines’ students outside the classroom and contribute to their holistic development. This experience provides students the opportunity to connect with faculty and staff on a more personal level.
We couldn't do it without you!
Advisors Responsibilities to the Club Members

- Assist in the general operation of the organization
- Advocate for your organization while also upholding institutional and sail policies and procedures.
- Register as an advisor for your organization. Must submit no later than December 31st.
- Complete CSA training every year - it is being offered today!
- Communicate consistently with your organization’s members and sail office as needed.
- Ensure a smooth transition process happens and that information is updated with sail and governing body as needed.
- Assist executive board and members on creating goals for the organization.
- Meet with the organization’s current executive board on a regular basis.
- Assist the organization in any conflict management between members, executive members, and other entities.
Club Members’ Responsibilities to the Advisor

- Communicate in a timely and effective manner with the advisor/keep updated on leadership changes.

- Discuss club expectations of the advisor’s role with the advisor.

- Notify the advisor of all meetings and major events.

- Seek advice from the advisor before any changes in the structure of the club and/or changes are made to bylaws.

- Notify the advisor of any conflicts within the club that impacts the club’s integrity, leadership, and purpose.

- Understand that the advisor’s role is to guide the club members in leadership and following college procedures and policies.

- Understand the responsibility to uphold the club’s integrity and leadership is upon the club members.
Policies

- ORGANIZATION’S ARE REQUIRED TO UPDATE THEIR INFORMATION WITH SAIL YEARLY, OR WHENEVER CHANGES IN LEADERSHIP HAPPEN (ELECTIONS OR OTHERWISE).
  - CANVAS PAGES- GOVERNING BODY
  - SAIL RE-REGISTRATION
  - ADVISOR AGREEMENTS
  - FALL SUMMIT
  - YEARLY BYLAW REVIEW AND SUBMISSION


- HOLD AND ADVERTISE REGULAR OPEN MEETINGS WITH YOUR ORGANIZATION AND THOSE WHO MAY BE INTERESTED IN JOINING- ALL EVENTS REQUIRE AN EVENT APPROVAL.
  - SUBMISSIONS ARE DUE 1 WEEK (7 DAYS IN ADVANCE)
  - 3 DAYS OF ADVERTISING IS REQUIRED
  - ADVERTISEMENTS/ FLYERS MUST BE APPROVED BY SAIL AND POSTED IN APPROVED PLACES ONLY.
  - IF NEEDING LIABILITY FORMS OR USING AN OUTSIDE VENDOR, APPROVAL IS NEEDED 4 WEEKS IN ADVANCE OR 4 WEEKS FROM FIRST DEPOSIT WHICHEVER COMES FIRST.
Policies

- **TRAVEL**
  - DOMESTIC TRAVEL – THEY MUST MEET WITH DEANNA ONE MONTH IN ADVANCE.
  - INTERNATIONAL TRAVEL – THEY MUST MEET WITH BEGONA TWO MONTHS IN ADVANCE.
- IF AN ORGANIZATION IS PLANNING A TRIP, THAT TRIP MUST BE OPEN AND ADVERTISED TO ALL STUDENTS IN THE INSTITUTION
  - EXCEPTIONS FOR COMPETITION TEAMS
  - SAIL WILL DO A LOTTERY IF THERE IS ONLY A CERTAIN AMOUNT OF SPOTS OPEN
  - REQUIREMENTS CAN BE ENFORCED TO BE CONSIDERED
  - FUNDING REQUIREMENTS CAN ALSO BE ENFORCED (IF YOUR ORGANIZATION PLANS ON FUNDING THE TRIP)
- NOTE: STUDENT ORGANIZATIONS MAY NOT PURCHASE ANY TRAVEL RELATED EXPENSES UNTIL THEY HAVE MEET WITH THE SAIL OFFICE.
- ADVOCATE FOR YOUR STUDENT ORGANIZATION WHILE ALSO SUPPORTING INSTITUTIONAL POLICIES
- ENCOURAGE LEADERSHIP DEVELOPMENT THROUGH ATTENDANCE OF SAIL WORKSHOPS AND OTHER PROGRAMMING
Financial Policies

- PCARDS
  - Unless you have a multiuser card, you should not be giving your card to students to make purchases.
  - You may go with students to make purchases as long as they show you an approved purchase request from the SAIL office.

- What happens if students run out of supplies at an event?
  - You can make purchases for your students if an event is happening and you need more food/supplies.
  - Students can also submit for reimbursement.

- Funding is determined by the organizations governing body (BSO, ISC, BSM).
  - Governing bodies have their own policies separate from SAIL for how money can be spent.
  - Student orgs are trained at the Fall Summit.
Keep in mind that every student organization is different and will require a different combination of challenge and support by their advisor!

Reference the organization’s bylaws, mission and vision when outlining the advisor’s role and the student leaders’ role within the organization

Build relationships with the organization's executive board and general members

Attend events and organizational meetings when possible

Provide guidance in understanding institutional and SAIL policies and services

Build trust with the organization by being open and honest with all communication

Allow your students to fail as long as it does not affect their long term success or that of the organization, and help them learn from that experience
• Encourage them to utilize their resources! We have trainings, event opportunities for involvement, and more available to your organizations.
• Have them ask questions! The SAIL office is willing to help, as am I. We are open Monday - Friday, 9am – 3:30pm, and we love it when they come by to ask questions.
• Encourage them to plan in advance. It allows for them to plan ahead, prepare for their schoolwork as well as their organization responsibilities, and allows the SAIL office more time to answer questions should they have any during their planning process.
• Allow the students to do most of the work when it comes to the student organization. Their student organization involvement prepares them for life after Mines and in their professional development!
Ways I can provide support

- Workshops
  - Conflict management
  - Transitions
  - Communication
  - Relationship Building
  - Many others offered by SAIL Staff

- Reporting Pathways
  - Navigate proper reporting channels
    - Title IX
    - Club and Org policy violations
    - Student Handbook Violations

- Mediations
  - Between students
  - Between student/staff

- Policy clarification
- Event Planning
- Recruitment efforts
Ways to encourage and motivate your groups to share

Newsletter
Org of the Month Awards
Organization Celebration
Social Media Take Overs
Thank you!