

CLUB FACULTY ADVISOR 101

Club Faculty Advisors play a very important role in helping student clubs succeed at BCIT. Advisors help develop strong student leaders and increase engagement on campus. This document has been created to support BCIT staff and faculty in their roles as student club advisors.

Thank you for volunteering your time to help student clubs at BCIT.

Role of a BCIT Club Faculty Advisor

The duties of a Club Faculty Advisor will vary from club to club and are essentially determined by what kind of assistance the club requires of you. The role of Faculty Advisor is to support, but to NOT directly manage the club.

Some of the general duties include:

- ✓ Maintaining regular contact with executives of student club
- ✓ Have an understanding and knowledge of the club's missions, goals and purpose
- ✓ Help the club adhere to and understand the BCIT Policies and Guidelines
- ✓ Act as a mentor for the club and club executives
- ✓ Provide and moderate team building resources and opportunities for the club
- ✓ Liaise between the club and BCIT administration and faculty
- ✓ Provide connection or support in bridging student club to industry or academic/career field
- ✓ Support or enhance student's professional development through their participation in clubs
- ✓ Foster student leadership development
- ✓ Assist in continuity of club management during transitioning of club executives
- ✓ Coaching individuals in their duties
- ✓ Assist club in forming long-range goals and in planning and initiating short-term projects

Faculty Advisors should avoid:

- x Making Decisions at Club Meetings and Annual General Meetings
- x Completing or submitting forms on behalf of the club
- x Holding an executive or voting position
- x Managing Club Finances

Faculty Advisors are meant to assist clubs in running their clubs, not run the club for them.

Role of the Club Coordinator

The Club Program Coordinator is a staff member of the BCIT Student Association. All sanctioned BCITSA clubs have access to the Coordinator and the SA resources.



BCIT Student Association



The coordinator helps clubs with:

- Training and educating student leaders about BCITSA policies and procedures
- Booking space and equipment
- Accounting support for clubs who have bank accounts with the SA
- Event planning and management support
- Sponsorship and fundraising support
- Governance and leadership support
- Event insurance (when needed), food permits, liquor licenses
- Acts as a resource for faculty club advisors

The Club Program Coordinator updates Faculty Advisors of upcoming events and new funding opportunities available for clubs. If you have any questions, concerns please contact:

Carly Watson

Club Program Coordinator

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✉ cwatson@bcitsa.ca

Tips for Being a Great Advisor

As a club Faculty Advisor, you play a very important role in the development of student leaders. Below are some key tips on how you can excel in your role and be a successful club Faculty Advisor:

- Be available and visible to student club executives
- Help students find balance between involvement in clubs and their academic responsibilities
- Be encouraging and enthusiastic to students throughout the year
- Offer creative ideas and suggestions
- Maintain an open line of communication with student club executives
- Provide feedback and evaluation of club activities and events
- Occasionally attend club meetings and events
- Encourage students to reflect on their experiences, what they thought was successful and what they believe they would do differently in the future

Resources Available for Clubs

Funding Available

As a BCIT Club Faculty Advisor, you may also be asked to help clubs find funding for upcoming events, competitions, conferences or general promotion. Currently, there are well-defined funding sources from the Student Association for student groups who initiate events that benefit student life and for individual students who pursue professional development opportunities. Note that additional funding may be available through the various schools at BCIT, and that each school will manage its own funding application process.

- **Club Event Funding**

\$25,500 (excludes conferences and competitions)

The BCITSA has set aside funding to help fund student club events. There is an application deadline each month, and clubs are instructed to pre-emptively apply for funding. Event funding can be used for catering, venue booking, marketing for events and thank you gifts for speakers. Event Funding cannot be used for alcohol, executive- only events, team-building activities or payment of speakers.

[Application and more information here.](#)

- **Student Initiative Fund**

\$15,000 (jointly funded through BCITSA and BCIT; excludes events and competitions)

This funding is open to all students at BCIT, not just clubs. It is designed to offer financial support to initiatives that enhance students experience and further professional development.

[Application and more information here.](#)

Online Workshops

The BCITSA Club Program Coordinator has created several online microlearning workshops to help train and educate club leaders. These workshops are short and easy to complete and are available by request through the Clubs Coordinator. If you or a club member wants access, please email or call the Clubs Coordinator. Below are the topics that are covered in the online workshops:

[A Guide to Sponsorship](#)

Sponsorship is an excellent way for student clubs to partner up with companies or organizations that have common goals and objectives. Students can also gain a lot of good experience and knowledge through the process of obtaining sponsors. After completing this online microlearning module, you will be able to describe what sponsorship is and have the knowledge to research, contact and secure sponsors for your club.

[AGM 101](#)

All general and designated clubs are required to hold a minimum of one Annual General Meeting per fiscal year. By the end of this short online workshop you will be able to describe the purpose of an AGM and the importance of BCITSA clubs hosting one, create an agenda, develop clear and concise meeting minutes and overall be able to prepare and plan an AGM from start to finish.



BCIT Student Association





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