

A photograph of the Temple College campus featuring three tall flagpoles with the college flag, the American flag, and the Texas state flag. A large sign in the background reads "TEMPLE COLLEGE". The scene is set against a clear blue sky with some bare trees in the foreground.

Temple College
Sponsor
Responsibilities
Handbook



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TEMPLE COLLEGE

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**Sponsor
Responsibilities
Handbook**



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Temple College Sponsor Responsibilities

Every student organization is required to have a full-time or part-time staff or faculty sponsor. The sponsor has various responsibilities to the student organization; the most important of which is to help his/her individual club/organization in reaching their objectives. Sponsors play an important and vital role in the guidance and fulfillment of student organization goals and are an integral part of campus life.



Responsibilities include...

- Provide continuity to the group by exploring regulations, rules and responsibilities with new organization members and officers.
- Assist in program planning and development.
- Make sure that plans for any activity in question conform to general college policy.
- Approve all media coverage through the College Communications office located in Room 902 of the Marc A. Nigliazzo Administration Building
- Approve/deny all official club functions before the function happens.
- Inform club officers/members of correspondence received.
- Be aware of any monetary transactions of the club/ organization.
- Carry out the duties assigned to the sponsor by the student organization's approved club constitution.
- Understand the organization's constitution, be aware of the club's purpose, and assist in formulating goals and planning for the organization.
- Assist the organization in planning and effecting its programs and events, as well as refer organizers to appropriate college resources which may aid in the planning process.
- Serve as a sounding board.

- Serve as a liaison between the Director of Student Life, the college, and the student group, which includes interpreting college and state policies and procedures.
- Provide an outside perspective.
- Run interference and cut through red tape.
- Be aware of and assist the organization in the management of its financial operations.
- Consult periodically with the Director of Student Life concerning the student organization direction, programs, and function.
- Review all printed material for grammar and spelling errors.
- Be sure to praise students for a job well done.





The sponsor must attend any of the student organization's functions that meet the following criteria:

- ✓ Any off-campus event which is being attended as an official club function (one sponsor must be at all off campus conferences, field trips or other travel).
- ✓ The event is on campus, but held outside, and includes any sound amplification.
- ✓ Any event open to the public.
- ✓ Any event in which a guest speaker has been invited to speak or perform.
- ✓ The event is a rally or demonstration.
- ✓ The event is an official college dance, party or concert which is being advertised on-campus or off-campus.

The Role of the Sponsor

The role of a sponsor not only varies among different organizations, but also may change within an organization as student officers and members change. The most important step to a positive, lasting relationship between a sponsor and a student organization is the establishment of a job description/role definition for the sponsor, as well as a clear understanding of what both the students and sponsors expect of one another. The roles sponsors play can be grouped into three categories:

1. **Listener** - In this role the sponsor hears problems and concerns of members and officers and assists in the operations of the organization, providing information and expertise.
2. **Advocate** - This role may require the sponsor to speak on behalf of the organization within the college community.
3. **Facilitator** - The sponsor helps members and officers develop strong leadership skills and assists when conflicts arise.

A student organization sponsor is a consultant who assists the group in its growth and development. He/she provides direction through advice, understanding and clarification.

A sponsor is required to.....

- ◆ Clarify her/his role as sponsor to the organization members as he/she sees fit.
- ◆ Be aware of the rules and regulations which pertain to a student organization and its members.
- ◆ Be available to the officers, as well as other members of the organization, for consultation and mentoring.
- ◆ Be reasonably available to the officers and other members to advise and assist in organization-related problems or issues.
- ◆ Stay-up-to date on what is occurring within the organization, as well as in the campus community.
- ◆ Attend meetings.
- ◆ Promote involvement and discussion within the organization and the campus as a whole.
- ◆ Encourage all members to participate and cooperate as a team.
- ◆ Provide constructive feedback where appropriate. It is generally preferable to provide this criticism after the meeting, rather than before.
- ◆ Guide and advise the student organization, rather than dictate and order.
- ◆ Assist in the area of identifying program purpose and content. This helps student officers use their best judgment in selecting program events for the campus.

- ◆ Incorporate “classroom” learning with “co-curricular” activities into student organizations activities and/or events whenever possible.
- ◆ Do not let personal goals and/or motives interfere with or influence group decisions, activities or goals.
- ◆ Uphold the policies and procedures of Temple College
- ◆ Remember that club members are **students** first and foremost. Help them to keep their priorities in order.

Students benefit most from having sponsors who are committed, active, and involved with the organization and its activities.



What the sponsor may expect from officers

In order for the sponsor to serve effectively, the officers must also meet certain responsibilities. The sponsor may expect the officers to...

- ◆ Keep the sponsor informed as to all organizational activities, meeting times, locations, and agendas.
- ◆ Meet regularly with the sponsor and discuss all plans and concerns.
- ◆ Develop and use good records and sound financial procedures.
- ◆ Provide minutes of meetings, as well as other materials that are sent to members and the organization.
- ◆ Make no commitments for the sponsor without his/her consent.

Once a sponsor has been chosen, organizations should keep that individual informed. The more a sponsor knows, the better he/she can assist the organization and its members.





How to work with your sponsor

Facts about Sponsors

1. Sponsors are employees of the college, and their first responsibility to the college is to their job.
2. Sponsors volunteer to work with student organizations because they want to do it and they feel they can contribute to the organization's success.
3. Faculty/staff sponsors are human.

Organizations can help their advisor by...

1. Making clear the role they would like their sponsor to take in the organization.
2. Keeping your sponsor informed of the organization's plans and problems.
3. Making use of your sponsor's background of experiences with the organization and the college.

4. Working out tentative solutions to problems before going to your sponsor, whenever possible.
5. Observing lines of responsibility. Don't go "over their head" or by-pass your sponsor entirely.
6. Taking the initiative in arranging for regular executive committee meetings with your sponsor.
7. Inviting your sponsor and their family to all activities. Don't take their attendance for granted.
8. Making your sponsor feel like a member of the organization. Present them with membership cards. Ask them to serve on certain committees in some appropriate way.
9. Extending appropriate courtesies to your sponsor and their guests at special functions such as dances, banquets, and meetings, which include important speakers.
10. Showing an appreciation for their services through a letter or appropriate comments at meetings and other events.

