

VOLUNTEER HANDBOOK

CLASS ADVISORS



U.S. CHAMBER OF COMMERCE FOUNDATION
Institute for Organization Management

ROLES AND RESPONSIBILITIES

Class Advisors Wear Many Different Hats

- **Career Advisor**—offer advice about career opportunities.
- **Cheerleader**—motivate and energize participants.
- **Coach**—encourage students to make the most of their Institute experience.
- **Enforcer**—handle class attendance and implementation of Institute policies.
- **Leader**—help participants know where to be and what to do.
- **Liaison**—bring issues of concern to the attention of Institute staff and regents.
- **Social Coordinator**—encourage students to enjoy their Institute experience and help plan social functions such as the class dinner.
- **Teaching Assistant**—help instructors in the classroom with A/V, attendance, and discussion to foster a quality learning experience.
- **Team Builder**—ensure that the class works together as a unit and that students forge bonds.

Pre-Site

The work of the Class Advisor begins before the Institute week. Communication with class members leading up to the Institute week sets the stage for a positive experience for students. Institute staff will provide class contact information and reminders to share with your class on a bi-weekly basis:

- Participate in two conference calls prior to the Institute week.
- Become familiar with the roles and responsibilities of the Class Advisor, as well as Institute’s policies and procedures.
- Become familiar with the class roster and program schedule.
- Establish a relationship with participants through email, Facebook group, or other communication methods, answering questions as they arise.
- Deliver important information and reminders to class members.
- Communicate with your assigned Regent Partner, including him or her on all communications.
- Identify team-building activities and icebreakers that will help the class bond upon arrival at Institute, particularly for first-years.

On-Site

Following is a list of specific programs or activities in which Class Advisors play an important role. As a general rule, once on-site, it is important for Class Advisors to participate in all activities with class members.

Class Dinner

- Facilitate the planning of the class dinner, sharing the list of recommended restaurants and encouraging a member of the class to take the lead on securing a reservation.
- Attend the dinner with your class members.

Core Classes

- Enforce the Institute attendance policy, keeping record of any absences. Notify the Board of Regents Chair of any absences as soon as possible.
- Coordinate with the instructor prior to the beginning of class; help with necessary preparations such as A/V support.

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- At the beginning of class, introduce the instructor, or select a class member to make the introduction, if requested by the instructor. Instructor bios can be found in the app.
- Monitor the flow of class, ensuring that discussion is at an appropriate level and that the environment enhances classroom learning.
- Monitor instructor-student dynamics, reporting any issues of concern to staff.
- Keep track of time, giving the instructor notice of scheduled breaks and class adjournment.
- Encourage attendees to complete course evaluations through the on-site app.
- Provide feedback on courses and instructors to Institute staff and regents at the daily Class Advisor meetings.

Elective Classes

- Attend elective classes at your leisure, free of charge, pending availability.

Graduation Ceremony

- Convey the importance of the Graduation Ceremony and encourage attendance and support of the graduates.
- Specific for fourth-year advisors, facilitate discussions amongst the class in selection of the graduation speaker(s) and work with staff on logistics.

Homeroom (Day One)

- Facilitate Homeroom on day one. During the 45 minute session, you will begin building class spirit; review with students the week's schedule of activities, as well as Institute policies and procedures; and share additional pertinent information.
- See *Class Advisors—Homeroom* for more information.

Industry Consultations

- Promote the industry consultation program, ensuring attendees understand they have the option to sign up to receive confidential one-on-one coaching from a seasoned professional on a topic of their choosing.
- Encourage participation through online sign-up via Google forms.
- Each participant will be paired with a qualified counselor at a time and place convenient for both, usually during a break or lunch. Attendees will be notified via text or email.

Institute Kickoff

- Prep your class members for Kickoff, letting them know that some classes choose to do a cheer to demonstrate class unity.
- Introduce yourself and your class when prompted to do so.

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Meetings (Daily)

- *Day One Class Advisor Briefing:* Attend the briefing on the first day of Institute before students arrive. Advisors will receive materials and instructions for the week. In addition, staff will conduct a walk-through of the Institute app.
- *Daily Class Advisor Meetings:* Attend the daily meetings with regents and Institute staff and provide feedback on the day's events.

Registration (Day One)

- Welcome and register students as they arrive on-site.

Silent Auction and Fundraising

- Promote the silent auction and additional fundraising opportunities, encouraging participants to donate items and/or partake in fundraising activities.
- Remind participants that all donations go towards scholarships for the following year.

Post-Site

- Remain in communication with class members throughout the year, as appropriate.
- Specific for fourth-year advisors, encourage graduates to remain engaged by volunteering, following Institute on social media, etc.