



ANNUAL ADVISOR AGREEMENT

I _____, advisor of _____, agree to perform the following duties and responsibilities for this club/organization, which include, but are not limited to for the following academic year _____ to _____:

- Attend all official meetings and ensure proper procedures and policies are adhered to.
- Serve as a resource person at executive and committee meetings.
- Act as a consultant on any project or special committee. Assist the club/organization in developing realistic goals for the academic year.
- Be aware of all plans and activities of the group and inform the group of institutional policies that may affect these plans.
- Sign and approve all documents such as the room reservation form, activity request forms, travel forms, financial forms, etc.
- Submit all publicity and advertisement to the Office of Student Engagement for approval.
- Assist with the formulation, amendment, and clarification of the Constitution and By-Laws.
- Advise the planning of activities and oversee election in conjunction with the President.
- Confirm that activities are approved in advance.
- Assist with the development, training, and orientation of new club/organization members.
- Advise students in the area of fiscal responsibilities, integrity and leadership.
- The Advisor will perform eligibility checks on all officers and members, and inform ineligible members of their status. Consult the Office of Student Engagement when questions and conflicts arise.
- Enforce the College Student Code of Conduct at all activities whether on or off campus.
- Provide leadership to the club members to ensure that all forms and reports are submitted timely and by the deadline to the Office of Student Engagement.

Remember that the advisor is assisting the Club/Organization on their own personal time, beyond their normal classroom responsibilities or other College duties. They work as an advisor because they share common interest with the group and are committed to providing quality co-curricular learning experiences. By signing below you acknowledge that you have read the above responsibilities and agree to uphold them to maintain the role as advisor for the said Club/Organization.

Print Name: _____ Signature: _____ Date: _____

Supervisor Name: _____ Signature: _____ Date: _____