



CO-ADVISOR ANNUAL AGREEMENT

I _____, co-advisor of _____, agree to support the primary advisor and assist with the following duties and responsibilities for this club/organization when needed, which include, but are not limited to for the following academic year _____ to _____:

- Attend the meetings and ensure that they are properly scheduled when needed.
- Serve as a resource person at executive and committee meetings when primary advisor is unavailable.
- 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. when the primary advisor is unavailable.
- 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.
- Assist with the election in conjunction with the primary Advisor and the Club President.
- Assist with the planning of activities and ensure 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.
- Consult with 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.
- Assist the primary advisor 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 you have read the above responsibilities and agree to uphold them to maintain the role as co-advisor for the said Club/Organization.

Co-Advisor Name: _____ Signature: _____ Date: _____

Supervisor Name: _____ Signature: _____ Date: _____