Club/Organization Advisor Agreement: Staff

Please complete the following form and return to studentlife@nhcc.edu

Name ___________________________________________________________ Department __________________________

Email ___________________________________________________________________________ Phone # _______________________________________

Club/Organization ____________________________________________________________________________________

Requirements

▪ Maintain frequent contact and meet regularly with club/org president
▪ Serve as a point of reference and a guide for the club/org
▪ Offer assistance in developing and overseeing the club/org budget; review and approve all expenditure ensuring all financial policies and guidelines are followed
▪ Supervise fundraising and revenue generation activities
▪ Attend club/org meetings and activities
▪ Assist club/org members in organization and planning of events and initiatives
▪ Assist in educating club/org leadership about policies and procedures (Student Life, NHCC, MinnState) as well as ensure they are being followed
▪ Travel with club/org on trips, or assist in finding an appropriate proxy advisor
▪ Notify the club/org President and Student Life Coordinator if needing to resign as advisor

Expectations

▪ Assist in training and orienting club/org executive board members to their new positions
▪ Communicate frequently with members of club/organization
▪ Maintain open lines of communication with the Office of Student Life
▪ Along with the club/org president, ensure that meeting minutes (including attendees) are submitted to the Associate Director of Student Life on a timely basis, as well as other requested documents
▪ Complete semestery Advisor Training
▪ Attend semestery Advisor Roundtables as able to continue to develop further as an advisor and connect with Student Life and other club/org advisors

Remuneration

▪ Staff advisors, upon the support and approval of their supervisor, receive release time from their work duties to serve and complete the duties of an advisor

I agree to the above and am prepared to serve as a Club/Organization Advisor for the 2021-2022 academic year:

Club/Organization Advisor ___________________________________________ Date ________________

Approval of Club/Org President ___________________________________________ Date ________________

Approval of Staff Advisor’s Supervisor ________________________________ Date ________________

Student Life Coordinator _____________________________________________ Date ________________