

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 semesterly Advisor Training
- Attend semesterly 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 _____