

Club Advisor Agreement Form

Responsibilities and Role of Student Organization Advisors

Each advisor is subject to the approval of the Associated Student of Grays Harbor College, the Director of Student Life and the Vice President of Student Services and they reserve the right to terminate the agreement at anytime. Before agreeing to serve as an advisor, you must first get supervisor approval.

This agreement shall be in effect for the academic year given the club and the advisor continue to receive mutual benefit from the terms and conditions. In assuming the role of student organization advisor, it is inherent that the advisor has accepted and agreed to fulfill these responsibilities in the manner listed below and must agree to:

- Read and be familiar with the Club Handbook. It is updated year to year.
- Make sure your club is informed and aware that a club representative needs to attend all Club Council Meetings.
- Take an active role in advising the student organization.
- Offer guidance to the organization on goal setting, organization management, program planning, problem solving, and group evaluation.
- Promote student involvement in the operation of the club.
- Know the general purpose of the organization and be familiar with all provisions outlined in the organization's constitution and By-laws.
- Meet with the organization leadership on a regular basis (at least once each month is recommended as the minimum requirement).
- Remain informed of all activities sponsored by and conducted by the student organization and attend majority of on-campus events.
- Advisors are encouraged to attend and chaperone the various on-campus and off-campus events of the student organization they advise, held during and after normal business hours. Advisors should arrive at least one half hour before the event and remain until the dissipation of the crowd. *Not all faculty or staff members have a schedules that permits chaperoning off campus/trips activities; therefore it is up to the club members to determine who will serve as a chaperone, if their advisor cannot attend.
- Travel for an Advisor must be approved by their direct supervisor.
- Know the officers and number of current members of the organizations. (Keep electronic files with contact information)
- Know the organization's process for obtaining new members.
- Be knowledgeable about and adhere to College policies and procedures which pertain to student organizations and inform club members on their responsibility to do the same.
- Be familiar with parliamentary procedure.
- Ensure the Club is sending minutes to the Office of Student Life via online.
- Sign off on Fundraising Request Forms.

All organization contractual agreements and/or financial transactions must be approved by the Director of Student Life prior to arrangements being made. No student, student organization or advisor is authorized to enter into any contractual agreement or sign contracts for any service or entertainment booking at any time, for any reason. Anyone found in violation of this policy will be held personally responsible for any financial obligations and will be subject to further sanctions by the ASGHC, the Director of Student Life, and the Vice President of Student Services.

Club Name: _____

Name of Club Advisor: _____

Club Advisor Signature: _____ Date: _____

Advisor Supervisors Signature: _____ Date: _____