



## Club/Organization Advisor Agreement: Faculty

Please complete the following form and return to the Student Life Office

Name \_\_\_\_\_ Department \_\_\_\_\_

Email \_\_\_\_\_ Phone # \_\_\_\_\_

Club/Organization \_\_\_\_\_

### Requirements \* Failure to abide by these requirements could result in the loss of your faculty advisor stipend

- 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, MnSCU) 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 Associate Director of Student Life 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 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

- Faculty advisors, per the terms of their faculty contract, receive a stipend of \$500 for an academic year commitment to serve as a club/org advisor. Faculty who co-advise a group split the stipend equally; faculty who serve as sole advisor for one semester receive \$250. The stipend counts toward additional income a faculty member can contractually receive above & beyond their teaching load and could impact additionally teaching assignments (particularly summer sessions). Faculty agreeing to serve as an advisor (along with their Dean who supports such an advising assignment) should note this for planning purposes.

**I agree to the above and am prepared to serve as a Club/Organization Advisor for the 2016-2017 academic year:**

Club/Organization Advisor \_\_\_\_\_ Date \_\_\_\_\_

Approval of Club/Org President \_\_\_\_\_ Date \_\_\_\_\_

Approval of Faculty Advisor's Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Associate Director of Student Life \_\_\_\_\_ Date \_\_\_\_\_