

<b>Name of Group:</b> _____ <b>Meeting Day:</b> _____ <b>Time:</b> _____
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## ADVISOR EXPECTATIONS AND RESPONSIBILITIES

**Clubs/organizations are required have a club member or advisor post a check in on the Student Organization Collaboration D2L Site at least once a month before the 15<sup>th</sup> of each month.**

As a member of the ARCC faculty or staff, and as a club or organization advisor, I agree to:

- Represent ARCC and the State of Minnesota in dealings with the club or organization.
- Act as a source of general information regarding ARCC policies and procedures.
- Assist with orienting new officers including reviewing the *Clubs and Organizations Guide* with them.
- Attend meetings as necessary and be available for consultation with student officers.
- Provide opportunity and guidance for club/organization members to gain experience in leadership and interpersonal relationships.
- Facilitate necessary reporting of activities, such as Club/Organization Rosters and Assessment of Student Learning surveys.
- Assist in determining realistic goals and evaluation of the progress toward those goals.
- Keep informed of club/organization plans and activities.
- Facilitate necessary paperwork for travel.
- Whenever possible, accompany students on school-related functions.
- Accompany students on all out-of-state travel.
- Facilitate necessary paperwork for club/organization expenditures.
- Share the responsibility for success of the club/organization with the club/organization president.

**Advisor Signature:** \_\_\_\_\_

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## PRESIDENT EXPECTATIONS AND RESPONSIBILITIES

**Clubs/organizations are required have a club member or advisor post a check in on the Student Organization Collaboration D2L Site at least once a month before the 15<sup>th</sup> of each month.**

As club/organization president, I agree to:

- Adhere to all policies of ARCC and the State of Minnesota in group events and activities.
- Maintain frequent contact and an open relationship with the advisor, to apprise them of regular happenings and potential issues.
- Arrange meetings in consideration of the advisor’s schedule, and invite the advisor to activities and events.
- Establish reasonable expectations and extend appropriate courtesies of the advisor, officers, members and guests.
- Submit the appropriate charter/constitution to the Student Senate and the Coordinator of Student Engagement and Activities.
- Submit funding requests in accordance with funding guidelines.
- Consult with the club/organization advisor and/or Coordinator of Student Engagement and Activities in the event of a group conflict or unusual circumstances.
- Share the responsibility for success of the club/organization with the advisor.

**President Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

*Submit to the Coordinator or Student Engagement and Activities for consideration of permanent club status.*