

# Student Group/Advisor Agreement

CLUB/ORGANIZATION NAME: \_\_\_\_\_

ADVISOR NAME: \_\_\_\_\_

The members of this club/organization, by the selection process outlined in our constitution hereby select the above named as our advisor for 2010-2011 academic year.

Notre Dame has the following basic expectations of all club/organization advisors:

- Meet with the executive board as often as necessary
- Meet with Student Activities staff members, as needed.
- Provide continuity for the club/organization from year to year.
- Become familiar with University policies and procedures and provide assistance in explaining policies to members.
- Intervene when group violates the law or Notre Dame policies.

The following is intended to clarify the role of advisor by providing both the organization/club and the advisor the opportunity to decide the extent to which the advisor will be involved with the organization/club.

## Directions

Using the scale below, the advisor and organization/club officers complete this activity individually. After completing the inventory, compare responses to develop a stronger relationship between the advisor and the organization/club. Answers which vary more than 2 points either way should be discussed immediately.

-2 Strongly Disagree    -1 Disagree    0 Neutral    +1 Agree    +2 Strongly Agree

### Club    Advisor

#### Attendance

- |     |     |   |
|-----|-----|---|
| ___ | ___ | Attend all regular meetings of the organization/club.         |
| ___ | ___ | Attend officer meetings.                                      |
| ___ | ___ | Attend organization/club's campus-wide activities and events. |
| ___ | ___ | Attend organization/club's internal activities and events.    |

#### Meeting Involvement

- |     |     |  |
|-----|-----|--|
| ___ | ___ | Assist in the preparation of meeting agendas.  |
| ___ | ___ | Ability to call emergency meeting of officers, if deemed necessary.                          |
| ___ | ___ | Interrupt during meetings to inform members about possible violations of University policy.  |
| ___ | ___ | Interrupt during meetings to inform officer/members about violations in constitution/bylaws. |
| ___ | ___ | Present personal point of view during discussions at meetings.                               |
| ___ | ___ | Be quiet at meetings unless asked for input.   |
| ___ | ___ | Review minutes for accuracy before distribution.   |

#### Goal Setting

- |     |     |  |
|-----|-----|--|
| ___ | ___ | Participate in goal setting process.   |
| ___ | ___ | Provide feedback to officers on progress towards goals.  |
| ___ | ___ | Require committees to follow up with advisor on progress towards goals, with frequent updates. |

**Club Development**

- \_\_\_\_\_ \_\_\_\_\_ Coordinate leadership development workshops on topics created by officers.
- \_\_\_\_\_ \_\_\_\_\_ Research and present leadership development opportunities available on campus, etc.
- \_\_\_\_\_ \_\_\_\_\_ Explain University policies and procedures to general organization/club membership.
- \_\_\_\_\_ \_\_\_\_\_ Cancel events when he/she believes they are poorly planned.
- \_\_\_\_\_ \_\_\_\_\_ Take the initiative to instill teamwork, cooperation and collaboration within the club.
- \_\_\_\_\_ \_\_\_\_\_ Use influence with club officers between meetings to get things accomplished the right way.

**Representation**

- \_\_\_\_\_ \_\_\_\_\_ Speak on behalf of the organization/club to the campus community.
- \_\_\_\_\_ \_\_\_\_\_ Speak on behalf of the organization/club to the general public.
- \_\_\_\_\_ \_\_\_\_\_ Assist with mediating conflicts with the University administration, other clubs, offices, etc.

**Elections**

- \_\_\_\_\_ \_\_\_\_\_ Attend all elections, interviews, etc.
- \_\_\_\_\_ \_\_\_\_\_ Provide organization/club officers feedback on each candidate.

**Additional Roles**

- \_\_\_\_\_ \_\_\_\_\_ Review all SAOnline requests, approving those that follow the mission of the organization/club and do not violate University policy.
- \_\_\_\_\_ \_\_\_\_\_ Receive copies of all official correspondence.
- \_\_\_\_\_ \_\_\_\_\_ Review/proof all official correspondence (newsletters, proposals, letters, etc) before mailing
- \_\_\_\_\_ \_\_\_\_\_ Other: \_\_\_\_\_

The above expectations and responsibilities may be reconsidered at any time based on the needs of all parties.

**Signatures:**

I have met with the club/organization and discussed the expectations/responsibilities and will fulfill these to the best of my ability.

_____	_____	_____
Advisor Signature	Date	Campus Address
_____	_____	_____
Club/Organization Leader	Date	Campus Address
_____	_____	_____
Student Program Coordinator	Date	Campus Address

A copy of this document will be maintained in SAO and made available to the group upon request. It is also recommended that the officers of the group maintain a copy for their records. Any disagreements arising from this document or the expectations contained within it that cannot be resolved between the group and advisor should be directed to the Student Program Coordinator, Mary Kate Havlik.