

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 2019-2020 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

<u>Club</u>	<u>Advisor</u>	
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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.