



## Club Advisor Contract

I accept THE DUTIES OF ADVISOR for \_\_\_\_\_ as follows:  
(Name of Club)

- Be familiar with the policies within the Campus Life Handbook and the College Code of Conduct.
- Assist with the coordination and revision of the organizations constitution.
- Maintain an awareness of the activities and programs sponsored by the student club.
- Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.
- Be present for all meetings that address official business or club changes. If advisor is not available they must make arrangements for a designee to be present.
- Assist in the orientation of new officers.
- Explain and clarify campus policy and procedures that apply to the club.
- Maintain contact with the Student Life Office.
- Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.
- Assist the club treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up to-date account ledger.
- Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.
- Supervise activities and events. Be present to address questions and resolve problems
- Regularly monitor the clubs social media pages to assure adherence of Craven Community College Social Media Guidelines as stated: [www.cravencc.edu/socialmedia](http://www.cravencc.edu/socialmedia)

\_\_\_\_\_  
Signature of Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Office Address