



Club Name: _____
Club Meetings: _____
Day: _____
Time: _____

**EXPECTATIONS AND RESPONSIBILITIES  
ADVISOR EXPECTATIONS AND RESPONSIBILITIES**

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

- Clubs are required to send a club member or advisor to one Campus Programming board meeting per month to maintain club status.
- 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 new officer orientation, ensuring that new officers receive a copy of the *Clubs and Organizations Guide*.
- Attend meetings as necessary and be available for consultation with student officers.
- Provide opportunity and guidance for club members to gain experience in leadership and interpersonal relationships.
- Facilitate necessary reporting of club activities, such as Club Program Review and Assessment of Student Learning surveys.
- Assist in determining realistic goals and evaluation of the progress toward those goals.
- Keep informed of club plans and activities.
- Facilitate necessary paperwork for club travel.
- Whenever possible, accompany students on school-related functions.
- Accompany students on all out-of-state travel.
- Facilitate necessary paperwork for club expenditures.

Club Advisor Signature \_\_\_\_\_

**PRESIDENT EXPECTATIONS AND RESPONSIBILITIES**

As club president, I agree to:

- Clubs are required to send a club member or advisor to one Campus Programming board meeting per month to maintain club status.
- Adhere to all policies of ARCC and the State of Minnesota in club events and activities.
- Maintain frequent contact and an open relationship with the advisor, to apprise him/her of regular happenings and potential issues.
- Arrange meetings in consideration of the advisor's schedule.
- Invite the advisor to activities and events.
- Establish reasonable expectations and extend appropriate courtesies of the advisor, officers, club members and guests.
- Submit the appropriate charter/constitution to the Student Senate and the Student Activities Coordinator.
- Submit funding requests in accordance with funding guidelines.
- Consult with the Student Activities Coordinator in the event of a group conflict or unusual circumstances.
- Submit a written report of club events and to the Student Activities Coordinator at the end of each semester.

Club President Signature \_\_\_\_\_ Date \_\_\_\_\_

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

*Submit to the Student Activities Coordinator for consideration of permanent club status*