



Student Club Advisor Agreement



Molloy College requires that all recognized student clubs and organizations have an advisor. An advisor must be a full-time employee of Molloy College, either as a faculty member or administrator. Student clubs are run and managed by students themselves, but advisors play a key role in providing leadership and offering guidance and advice to students.

Expectations

Advisors shall ...

- be familiar with the mission, goals and purposes of the club he or she is advising;
- attend club meetings and events;
- meet regularly with club officers as necessary to stay connected with the proceedings of the club;
- assist the group in formulating long-range goals and in planning and initiating short-term projects;
- promote student awareness of, and adherence to, policies governing student groups;
- serve as a resource for alternative solutions to problems confronting the group;
- make suggestions that will permit the officers to improve leadership skills.

Advisors should expect the club's officers to ...

- keep them well-informed of all organization activities, meeting times, locations and agenda items;
- take initiative and follow through on commitments;
- meet with them regularly;
- treat them with respect;
- make them feel welcome at all meetings and activities;
- inform them of any potential problems that may affect the club or the college;
- be considerate of their professional obligations and to not leave important matters to the last minute;
- be the decision-maker and initiators of the club's programming and policy;
- use them as a sounding board for discussing plans and problems.

Regarding trips and conferences, all advisors or a pre-approved designee (coach) must attend all overnight conferences and/or tournaments. The Office of Student Affairs must approve all details of off-campus travel, inclusive of club roster, itinerary and chaperone.

Club Advisor Certification

I hereby certify that I have met with the officers of this club and am familiar with the club's purpose. I will serve as their advisor for the current academic year. I have read and understand the guidelines and expectations as explained above, and accept the responsibilities entailed.

Please note this agreement is binding for both the Fall and Spring semesters.

An organization should choose its advisor for an academic year and may invite the advisor to serve again at the conclusion of the first year if the club so desires. If the advisor chooses not to serve as an advisor for the following year or the club chooses to select a new advisor for the following year, they must give written notification to Campus Life.

Club Name: _____

Advisor's Name: _____

Department: _____

Telephone Number: _____ Email: _____

Signature: _____

Date: _____

Club President Name: _____

Signature: _____

Please retain a copy of this form for your records

As of 8/16