



Club Advisor Responsibilities

I accept the position as Advisor for _____ Club for the _____ academic year. I will serve as an active participant and supervisor of the club's meetings, events and activities. I understand Ridgewater College club advisors who are faculty members will be paid a stipend, administrator/staff members will not.

Because student clubs may not be familiar with all Ridgewater College/Student Life policies, regulations or state and local ordinances, it is Ridgewater College's position that each approved club must have an advisor (either a faculty member or approved administrator/staff person) whose role will be to guide and nurture the group in order to adhere to the philosophy and intent of the club and Ridgewater College's mission statement. An advisor's primary responsibility is to make a strong commitment to the group and to aid in the personal growth of the students. It is expected that all club advisors will fulfill the following expectations and responsibilities:

- 1) Attend an annual advisor meeting and policy review with the Director of Student Life.
- 2) Assist the club in executing activities and events unless alternate arrangements have been made; monitor club financial accounts; ensure travel requests are completed and submitted; and all necessary club documentation is current to keep the club in active status.
- 3) If the club is interested in completing a fundraising activity, follow protocol provided by the Director of Student Life.
- 4) Be knowledgeable and encourage compliance with the college's student code of conduct policy and make it available to students upon the first meeting of the club and/or revisit prior to travel activities.
- 5) Inform the Director of Student Life as soon as possible if a club disbands or becomes inactive.

Annual stipend payment for faculty will be processed after May 1. (Each club is limited to one stipend. If more than one advisor is identified, the stipend payment will be split equally.)

Failure to fulfill the advisor responsibilities, as indicated above, could result in future non-renewal of a club advisor position.

Club Advisor Signature Date	Signature of Supervisor (required for staff only) Date