DUTIES AND RESPONSIBILITIES

1. Serve as the official representative of the college and liaison with the Student Life Office.
2. Work closely with the club to ensure a cooperative relationship between the advisor and club members.
3. Be present at all official club meetings and activities. (Official club meetings and activities must be scheduled at times that are mutually agreed upon by the club advisor(s) and club members.) **Your signature on the Activities Request Form indicates that you will be present for that activity. If you do not plan to be present a Co-Advisor that will be present must sign the Activity Request Form.** Co-advisors are encouraged.
4. Advise students of the policies and procedures that they must follow as a club.
5. Help each officer of the organization to understand his or her duties.
6. See that the continuity of the organization is preserved through constitutions, minutes, and traditions. Ensure that past activities are adequately understood by succeeding officers and members.
7. Help students to understand and apply democratic principles within the organization and in working with others.
8. Ensure that all reasonable steps are taken to protect the safety and welfare of all club members during club meetings and activities.
9. Club advisors, as well as student club officers, are responsible for ensuring that funds are properly collected, deposited and accounted for (see Student Organization Handbook). All funds collected by the club must be deposited into the club account at the Student Life Office. **No off campus accounts are permitted.**
10. Sign all club check requests and ensure the expenditure is appropriate and within College, District and Club policies as well as all required supporting documents 1) club minutes and 2) original receipt/invoices are valid and affixed to the check request. **Do not sign blank check requests or requests without backup documentation affixed.**
11. Assist club members in completing necessary paperwork (Activity Proposal; Activities Request form, Application for Club, Club Renewal Form, ASDVC/ICC Funds Request, etc.) and verify forms are complete and encourage timely submission. **Do not sign blank forms.**
12. Ensure the club designates an Inter Club Council (ICC) representative to attend the weekly ICC meetings, Thursday, 3:30 to 5:00, SU Conference Room 204.
13. Annually attend a club advisor training during flex week.

In agreeing to serve as an advisor for this club, I commit to working with the club members, attempting to help them achieve their goals, while upholding all State, District, and College requirements. I understand that serving as a club advisor is voluntary and that I will not receive compensation, load credit, release time or other benefits from the College for doing so. I agree to contact the Program Manager of Student Life or Student Activities Coordinator if I have any problems or concerns.

________________________  ______________________
Club Name                Semester Serving as Advisor

________________________  ______________________
Club Advisor [Print] / Department  Date

________________________  ______________________
Club Advisor [Signature]  Date

________________________  ______________________
Club President  Date