

# ADVISOR CONTRACT

*(for College of Wooster Organizations Chartered with Campus Council)*

In order to maintain funding from WVN, SGA, Club Sports Council, and/or Campus Council and use College facilities and services, every campus organization must submit the Advisor Contract with the names of the group's officers and advisor. This should be completed no later than the end of the fourth week of the Fall Semester. Campus Council will confirm this information during the first week of the Spring semester. If at any time during the semester the advisor or officers change, Campus Council must be notified immediately.

The following are **required** components of the contract between the advisor and the organization.

The **advisor must**:

1. Stay informed about the activities of the group.
2. Maintain contact with a designated officer at least once a month.
3. Speak up during discussion when he/she has relevant information.
4. Assist the group in any dealings with members of the College staff.
5. Explain and review College policy to the entire membership at a general meeting once a year or in case of advisor/officer/policy change.
6. Explain College policy when relevant to discussion.
7. Advise the group of infractions of college policy, their bylaws, and/or codes and standing rules, including potential consequences of the violations.
8. Receive a copy of all official College correspondence (including, but not limited to, communication with Campus Council, the Lowry Center Director's Office, and the Dean of Students' Office); receive all organization meeting agendas and minutes.
9. Request meetings of the executive board when he/she believes it is necessary.

The following are **negotiable expectations** that should be discussed between the advisor and the organization.

The **advisor is encouraged** to:

1. Attend all general meetings.
2. Attend all executive committee meetings.
3. Attend group activities.
4. Help the president prepare the agenda before each meeting.
5. Take an active part in the orderly transition of responsibilities between old and new officers.
6. Be responsible for planning and coordinating workshops that meet the needs of the group.
7. Anticipate problems and mediate interpersonal conflicts that arise. We, the undersigned, affirm that we understand and are willing to adhere to the required components of the advisor organization relationship as directed by Campus Council and that we have met with the general membership of our organizations on the date of \_\_\_\_\_ to discuss the negotiable expectations of the advisor with respect to our organization.

Organization Name: \_\_\_\_\_

{Printed Name}

{Signature}

Contact Person: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Officer: \_\_\_\_\_

Advisor (s): \_\_\_\_\_