

# Hawkeye Community College

## Club and Organization Advisor Agreement

A club/organization advisor must be either an employee or faculty member of Hawkeye Community College. Advisors are subject to approval by Hawkeye Community College. The following are the duties of all club/organization advisors:

- Attend all general meetings of the club/organization.
- Attend club/organization advisor meetings.
- Be familiar and comply with the *Clubs and Organizations Policies and Procedures Manual*.
- Help the club/organization President prepare the agenda for meetings.
- Meet with the club/organization's President and/or Executive Board as often as needed.
- Understand institutional requirements for the club/organization. Keep students informed on institutional matter. Explain institutional policy/procedure as questions and issues arise within the club/organization.
- Oversee the club/organization in the operations and function of the group.
- Track and approve all spending by the club/organization. Offer financial management advice to the club/organization as needed.
- Provide continuity for the club/organization from year to year. Provide background history and insight into the club/organization.
- Act as a resource to the club/organization and its members.
- Attend programs/events sponsored by the club/organization. While advisors are encouraged to attend all events, such attendance is mandatory only at events that create liability/risk for the club/organization and/or Hawkeye Community College.
- Attend President's Luncheons with club/organization members (if applicable).
- Intervene when knowledge of illegal activity/activities contrary to Hawkeye Community College policy occur.
- Assure the club/organization is in good standing all necessary materials are turned in by deadlines.
- Challenge club/organization members and officers to think creatively in fulfilling the club/organization's mission.
- Take an active part in formulating goals each year for the club/organization.
- Promote club/organization's activities to other faculty/staff.
- Contact Student Activities at 319-296-4027 or email [studentactivities@hawkeyecollege.edu](mailto:studentactivities@hawkeyecollege.edu) with any questions related to the position as advisor of a student club/organization.

The members of \_\_\_\_\_, (club/organization name) hereby announce that \_\_\_\_\_ (advisor name) will be our advisor for the 2022-2023 academic year. The undersigned agrees to serve as the club/organization's advisor and fulfill the expectations described above. The club/organization agrees to respect the advisor's position and heed their guidance and advice.

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**Advisor Signature**

**Date**

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**Club/Organization President**

**Date**

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**Approved by Hawkeye Community College**

**Date**