



# NWACC Registered Student Organization Advisor Agreement

*Please complete and return to the Office of Student Life (SC 225H).*

All Registered Student Organizations must have advisors who are current members of the NWACC staff, faculty or administration. The advisors' primary functions are to advise and guide the RSO and also act as a resource person. Each RSO must have at least one advisor but may have more.

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

Advisor Name: \_\_\_\_\_ Department: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

By signing this agreement, I agree to assume responsibility in providing supervision and management of the student organization. I agree to:

- Serve as an advocate for the group.
- Abide by procedures outlined in the Registered Student Organization Advisor Procedure Manual.
- Serve as a resource and guide to assist students in developing their own organization constitution and/or bylaws, policy, rules, guidelines, and goals.
- Serve as a resource to answer questions, when necessary, help resolve problems and conflict confronting the group, and help guide students in the decision making process.
- Assume responsibility for and attend meetings and events sponsored by the student organization.
- Complete and return the yearly RSO Renewal Application (Appendix B) and membership lists.
- Ensure that events conform to the policies and procedures set forth in the Student Organization Procedure Manual as well as NWACC policies and procedures.
- Oversee the organization's monetary account. These accounts are held in the Office of Student Life. No off-campus accounts are permitted.
- Guide members through the co-curricular assessment process.
- Inform members of relevant institutional matters as well as activities promoted by their associated state, national, and international organizations (where applicable).
- Provide leadership development experiences for students.
- Ensure that all reasonable steps have been taken to protect the safety and welfare of group members.
- Ensure officers maintain accurate records for historical purposes and that those records are accessible to future members
- Report to Director of Student Life any crimes committed at events (in accordance with the *Clery Act*).

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_