

Student Engagement Club Advisor Agreement

Definitions

Club Advisors are WWU staff, faculty or employee, or community members, who voluntarily provide mentorship and/or subject matter expertise upon request from a student Club. Advisors do not have any fiscal responsibility, and do not sign off on space reservations or event planning.

Club Managers are WWU staff with the assigned job responsibilities of supporting student clubs and organizations including assistance with administrative requirements for event planning, finances, contracts, fundraising/travel, etc.

Clubs are voluntary organizations or associations that has been granted official recognition by the University and that is initiated, led, and sustained by student members.

Document Overview

This document outlines the process a Club must follow once it has been determined that the Club will be required to, or otherwise is strongly advised to, have an Advisor based on the level of activity expected.

Selection of a Club Advisor

When a club is formed and/or is submitting the yearly re-recognition request, and before being approved by the Club Activities Office, the staff will determine if a club will be required to have an advisor. While advisors do not directly manage the below, the following are reasons why a club will be required to have an advisor:

- Travel – anticipated/annual travel at least once a year
- Event planning – anticipated/annual events that will include film showing, contracts for speakers, photography/videography, food, etc, significant fundraising/revenue generation, and/or collaborations with other clubs, campus departments, and/or off campus partners
- Risk management – club members participating in risky activities including but not limited to potential harm to the body and interacting with minors, as determined by the Club Activities Manager
- Finance – club has a significant amount of funds coming in and/or out of the budget, including clubs regularly requesting funding from Activities Council, Queer Guild, and/or ESC Club Council
- [Freedom of Expression and Assembly](#) – anticipated activities around freedom of expression and assembly including demonstrations and protests

Most clubs ought to be able to find a WWU faculty or staff member to serve as an advisor. If the club requests to have an advisor who is a community member (i.e. not a WWU

faculty or staff member), the Club Activities Office staff will review the reasons and make the final decision for approval.

Before final approval of the club's formation or re-recognition, **club leaders and the advisor(s) must review and agree to the responsibilities provided in this document.**

Club Responsibilities

The Club will outline their expectations for the volunteer advisor, including the advisor's role in:

- providing subject matter expertise (e.g. faculty member for academic-based club, someone trained or with knowledge in the activity of club, etc), passion for the activity, good mentoring skills, etc,
- attending club meetings, events, and if so, how often,
- and serving as a sounding board for the club or club leaders. If so, how often.

The Club will:

- edit the constitution to include expectations of the Advisor,
- discuss appropriate and effective communication styles between Advisor and the Club,
- provide consistent feedback to the Advisor, discussing with the Advisor how they will want to receive feedback and how often,
- invite Advisor to WIN organization roster,
- maintain lead in club activities and decision-making in a democratic manner,
- and attend training provided (some of which may be required) by the SE Club Hub including Lift Off in Fall and Renew in Spring in addition to utilizing online training and resource materials on how to: plan events, reserve space, travel, fundraise and spend money, etc, which will be the responsibility of the Club.

Club Advisor Responsibilities

Club Advisors will:

- refer club members to a Club Manager for assistance in event scheduling and planning, financial matters (fundraising, travel) including submitting forms (e.g. e-forms such as travel, ERs, raffle, and prizes, WIN forms, and space reservation requests), Advisors will not submit nor will approve forms,
- have a basic understanding of, and advise students on, [risk management](#) including physical, emotional, financial, facility, and reputational risk and refer, when appropriate, to the SE Club Hub or WWU Risk Manager,

- be trained through university resources on harassment and hazing to be as proactive as possible as outlined in [POL-U7100.04](#) by completing [trainings available through Civil Rights / Title IX](#),
- report known or suspected incidents of sexual harassment or sex & gender-based violence to Civil Rights / Title IX as all employees are required, and all supervisors are required to report all forms of discrimination to CRTC. Please refer to [policies and guidance provided by Civil Rights / Title IX](#),
- advise students on basic [event planning](#) and refer to the [Resource Guide](#), Club Hub, and or SE Finance Office for guidance,
- encourage the use of WIN organization tools including event submissions, re-registration, form submissions, and roster management, referring to the provided guides or contact grp.union.vu.winhelp@wwwu.edu for help,
- assist in preliminary [travel planning](#) including travel logistics such as choice of transportation and lodging, budget planning, and itinerary. This will occur before the Club submits the official travel form to the SE Club Hub with final details. The Advisor is not expected to travel with club,
- be aware of freedom of expression and assembly events the club is planning on and/or off campus as well as having a full understanding of [resources provided by the university](#) including what is allowed and not permitted,
- and read the Club's constitution to understand their dynamics and the Clubs' expectations of the advisor as outlined above.

Advisors are asked to review and refer to provided documents and resources which are shared via Canvas and the Western Involvement Network (WIN). Optional orientation, development, and training sessions are provided the Club Activities Staff on a quarterly basis and at the request of the advisor at any time.

A Club Advisor may be relieved of their role at the discretion of the club at any time. The process for removal must be outlined in the club constitution and reasoning for removal must be documented via email to the Club Activities Office staff.

- If the club is required to have an advisor as determined by the Club Activities Office staff, the club will be provided with an appropriate timeline to find a replacement.

Policy/Standards Reference:

[Recognizing Student Clubs Policy](#)

[Student Club Recognition Standards](#)

[Addressing Violations Of Student Club Policies, Standards, And Procedures](#)

[Civil Rights / Title IX policies and guidance](#)

Agreements:

As a student club representative, I agree to the Club Responsibilities as listed above.

Printed Name: _____

Signature: _____

WWU Email: _____

Date: _____

As a club advisor, I agree to the following:

- All responsibilities as listed above
- To complete the following training provided by the university:
 - harassment and discrimination prevention,
 - sexual violence primary prevention and awareness,
 - and hazing and bullying prevention

Printed Name: _____

Signature: _____

WWU Email: _____

Date: _____