The purpose of this contract is to outline [Advisor Name’s] expectations in their role as faculty/staff advisor of [Group Name]. The following are expectations of the [Group Name] executive board:

**Communication:** It is very important that [Group Name] maintains communication with [Advisor Name] and their team, so that they may best assist the organization in pursuit of their goals. To this end,

1. [Advisor Name] will meet with the executive board twice annually once in the fall, and once during the transition to new leadership.
2. Executive board members will forward weekly meeting minutes to [Advisor Name] and specified assistants.
3. [Advisor Name] will be responsible for signing off on all financial requests. It is the responsibility of members of [Group Name] to notify [Advisor Name] of need for signature by email or phone to arrange a time and place to obtain signature.
4. The executive board will run any event proposals by [Advisor Name] for approval as well as will provide them with regular updates related to major events.

**Collaboration:** The goal of this partnership is to work together to create the most successful group possible! To this end,

1. [Advisor Name] agrees to provide resources and ideas to the group.
2. [Group Name] will work to incorporate the feedback of [Advisor Name] when planning major projects.
3. [Group Name] will also work closely with [SOA Advisor Support Team].

Should these expectations not be met, the following steps will be taken:

1. [Advisor Name] will notify the executive board via email of their concern.
2. [Advisor Name] will meet with the executive board members and [SOA Advisor Support Team] to discuss concerns is not addressed.
3. Should these expectations continue to not be met, funding for [Group Name] will be frozen until the issue is resolved.
4. [Advisor Name] has the right to cancel any activities she feels have not been adequately planned or are not consistent with the goals of the group.

**Signatures:**

Faculty/Staff Advisor (print and sign):

[Group Name] Executive Board Members (print and sign):