Faculty or Staff Liaison Agreement

If you are an academic club, you must have a Faculty or Staff Liaison support your club. Please present your preferred faculty or staff with this agreement for their review. Once they have agreed to support your club and sign this agreement, have your signing authority also sign the agreement and then email the completed form to SANQC Volunteer Coordinator.

Understanding

As a Faculty or Staff Liaison for the _____ student club, I understand that all student groups must be ratified and managed under the Students' Association of NorQuest College (SANQC) and therefore are under the umbrella of student committees of the Students' Association as according to the Post-Secondary Learning Act Section 94.

A Faculty or Staff Liaison serves as a connection between the student club and SANQC, supporting access to resources, relationship building, and continuity. Liaisons support the recruitment of student members and provide general support for club initiatives and activities. The Liaison may attend occasional club meetings and support students to connect with appropriate resources, contacts, or opportunities within SANQC and the NorQuest community. The role includes preserving the history and institutional knowledge associated with the club to provide continuity for future club members. The Liaison does not necessarily provide academic, professional, or subject-matter guidance, especially if the liaison is from a different faculty.

SANQC will be responsible for the training of clubs on events, finances and communications. SANQC will support club initiatives, book club space virtually or on and off campus, approve all club activities, provide startup funding to clubs, manage club scope, advise clubs of policies and procedures, oversee club bank accounts, place clubs under the SANQC liability insurance and print club promotional materials.

Faculty or Staff Information

Name (print): _____

Signature: _____

NorQuest Email: _____

Department/Faculty: _____

Note: I acknowledge and accept the responsibility of serving as a faculty liaison or staff liaison for the above stated club. I understand that my role may be revoked at any time by myself, the student club, or SANQC. If any party chooses to terminate the agreement, two weeks' written notice is required.

Club Executives Agreement (2 required):

Name (print): _____

Signature: _____

Name (print): _____

Signature: _____