

## Advisor Expectations Checklist

Sometimes student officers and advisors have different ideas and expectations of what role the advisor plays in a student organization. Listed below are some expectations which can be negotiated between student officers and their advisor. This form is designed to help advisors and student officers arrive at a clear and mutually agreed upon view of the role of the advisor within the student organization.

**Directions:** The advisor and each officer should respond to the following items and meet to compare their responses and clarify any differences. For some items, particularly those roles that are not the advisors, it will be helpful to clarify which officer will handle the given task.

For each of the following statements, respond on a scale from 1 to 5 where:

**1= Essential for advisor to do**

**2= Helpful for advisor to do**

**3= Nice but advisor does not have to do**

**4= Would prefer advisor didn't do**

**5= Absolutely not the advisor's role**

- \_\_\_(1) Articulate the perceived role and responsibilities are of the advisor at the beginning of the year.
- \_\_\_(2) Take an active part in the orderly transition of responsibilities between old and new officers.
- \_\_\_(3) Explain University policy to student officers and depend upon them to carry them out.
- \_\_\_(4) Explain University policy to the entire membership at a general meeting once a year.
- \_\_\_(5) Explain University Policy when relevant to the discussion.
- \_\_\_(6) Be familiar with University facilities, services and procedures which affect group activities.
- \_\_\_(7) Be responsible for planning leadership skills workshops.
- \_\_\_(8) Call meetings of the student officers when believed to be necessary.
- \_\_\_(9) Attend all student officers meetings.
- \_\_\_(10) Take the initiative in creating teamwork and cooperation among the executive board.
- \_\_\_(11) Meet with the President or Chair before each meeting.
- \_\_\_(12) Help the President or other student officers prepare the agenda before each meeting.
- \_\_\_(13) Initiate ideas for discussion when the advisor believes they will be helpful to the group.
- \_\_\_(14) Attend all general meetings.
- \_\_\_(15) Serve as parliamentarian for the group.
- \_\_\_(16) Be quiet during general meetings unless called upon.
- \_\_\_(17) Exert influence with officers between meetings.
- \_\_\_(18) Recommend programs, events, speakers, etc.
- \_\_\_(19) Attend "organization only" activities
- \_\_\_(20) Attend group's campus-wide on-campus activities, meetings, events, etc.
- \_\_\_(21) Attend group's off-campus activities, meetings, events, etc.

- \_\_\_(22) Insist on an evaluation of each activity by those students responsible for planning it.
- \_\_\_(23) Cancel any activities which the advisor believes have been inadequately planned, violate University policy, or are unsafe.
- \_\_\_(24) Speak up during discussion when the advisor has relevant information.
- \_\_\_(25) Speak up during discussion when the advisor thinks the group may make a poor decision.
- \_\_\_(26) Take an active part in formulating the goals of the group.
- \_\_\_(27) Review the secretary's minutes before they are written in final form.
- \_\_\_(28) Review all official correspondence before it is sent.
- \_\_\_(29) Get a copy of all official correspondence.
- \_\_\_(30) Be one of the group, except for voting and holding office.
- \_\_\_(31) Require the treasurer to clear all expenditures before financial commitments are made.
- \_\_\_(32) Request to see the treasurer's books at the end of the semester.
- \_\_\_(33) Keep the group aware of its objectives and/or mission statement when planning programs.
- \_\_\_(34) Inform the group of infractions of their bylaws, codes, standing rules, and constitution.
- \_\_\_(35) Veto a decision if it violates stated objectives, bylaws, standing rules, constitution, or University policy.
- \_\_\_(36) Mediate interpersonal conflicts that arise.
- \_\_\_(37) Let the group work out its problems including making mistakes and "doing it the hard way."
- \_\_\_(38) Represent the group in any conflicts with members of the University staff.
- \_\_\_(39) Let the group thrive or decline on its own; do not interfere unless requested.
- \_\_\_(40) Be a custodian of group materials, records, etc. during the summer, and between officer transitions.
- \_\_\_(41) Keep the official files of the organization the advisor's office.