

Advisor Expectations Checklist

Student Group: _____

Listed below are some expectations, which can be negotiated between student leaders and their advisor. The form is designed to help advisors and officers arrive at a clear and mutually agreed upon advisor role. The advisor and the officers of the organization should rank the follow items **(from 1-5, with 1 reflecting something that is absolutely not role of the advisor and 4 being an essential duty of the advisor)** and then meet to compare answers and discuss any differences. For items that are determined not to be the responsibility of the advisor, it is important to establish whose responsibility it will be.

Rating System

Not an advisor's duty (1); Optional duty (2); Occasional duty (3); Essential duty (4);
More of a student duty (5)

- ___ Take an active part in formulating the goals of the group.
- ___ Take the initiative in developing teamwork and cooperation among the officers.
- ___ Be responsible for planning leadership skills workshops
- ___ Attend all general meetings
- ___ Attend all executive committee meetings
- ___ Call meeting of the executive committee when believed to be necessary
- ___ Attend all group activities, meetings, events, etc.
- ___ Meet with the chief student leader before each meeting
- ___ Help the chief student leader or other officers prepare an agenda before each meeting
- ___ Be quiet during the general meetings unless called upon
- ___ Speak up during discussion when the advisor thinks the group may make a poor decision
- ___ Exert influence with officers between meetings
- ___ Initiate ideas for discussion when the advisor believes they will be helpful to the group

- ___ Be one of the group, except for voting and holding office
- ___ Veto a decision when it violates a stated objective, the bylaws, or University policy
- ___ Check the secretary's minutes before they are written in final form
- ___ Check all official correspondence before it is sent
- ___ Get a copy of all official correspondence
- ___ Inform the group of infractions of their bylaws, codes, and standing rules
- ___ Recommend programs, speakers, etc.
- ___ Make the group aware of its stated objectives when planning events
- ___ Cancel any activities when you believe they have been inadequately planned, will violate University rules, or are unsafe
- ___ Insist on an evaluation of each activity by those students responsible for planning it
- ___ Mediate interpersonal conflicts that may arise
- ___ Let the group thrive or decline on its own; do not interfere unless requested
- ___ Let the group work out its problems' allow for mistakes and "doing it the hard way"
- ___ Represent the group in any conflicts with members of the University staff
- ___ Be familiar with University resources and procedures that affect group activities.
- ___ Explain University policy when relevant to the discussion
- ___ Explain University policy to entire group once a year
- ___ Depend on the officers to observe University policy throughout their terms
- ___ Be a custodian of all group paraphernalia, records, etc. during the summer and between officer transitions
- ___ Keep the official files of the organization
- ___ Request to see the treasurer's books at the end of each semester
- ___ Take an active part in the orderly transition of responsibilities between old and new officers at the end of the year