

## ADVISOR ROLE CHECKLIST ACTIVITY

Listed below are some possible expectations student leaders may have of their advisor. The advisor and leaders should each respond to the following items then discuss answers and resolve any differences. For some items, which are determined not to be the responsibility of the advisor, it would be valuable to clarify which officer will assume that responsibility.

For each of the statements, determine whether the function is:

- 1 - Essential for the advisor to do
- 2 - Helpful for the advisor to do
- 3 - Nice, but advisor does not have to
- 4 - Would prefer the advisor not do
- 5 - Absolutely not an advisor's role

The Advisor Should:

- \_\_\_\_\_1. Attend all general meetings
- \_\_\_\_\_2. Attend all executive committee meetings
- \_\_\_\_\_3. Call meetings of the executive committee when they believe it is necessary
- \_\_\_\_\_4. Explain university policy when relevant to the discussion
- \_\_\_\_\_5. Explain university policy to the executive committee and depend upon the officers to carry them out through their leadership
- \_\_\_\_\_6. Explain university policies to the entire membership at a general meeting once a year
- \_\_\_\_\_7. Schedule an appointment with the president/chairperson before each meeting
- \_\_\_\_\_8. Help the president prepare the agenda before each meeting
- \_\_\_\_\_9. Serve as parliamentarian for the group
- \_\_\_\_\_10. Speak up during discussion when they have relevant information
- \_\_\_\_\_11. Speak up during discussion when they believe the group is likely to make a poor decision; remain quiet during general meetings unless asked for advice
- \_\_\_\_\_12. Exert influence with officers between meetings
- \_\_\_\_\_13. Take an active part in formulating the goals of the group
- \_\_\_\_\_14. Initiate ideas for discussion when the advisor believes it will help the group
- \_\_\_\_\_15. Be one of the group - except for voting, holding office, and conducting business on behalf of the group
- \_\_\_\_\_16. Attend all group activities
- \_\_\_\_\_17. Review group finances with the treasurer commitments are made
- \_\_\_\_\_18. Request to see the treasurer's books at the end of each quarter
- \_\_\_\_\_19. Check the secretary's minutes before they are written in final form
- \_\_\_\_\_20. Check all official correspondence before it is sent
- \_\_\_\_\_21. Get a photocopy for all official correspondence
- \_\_\_\_\_22. Be custodian for all group paraphernalia, records, etc. during the summer and between transition of officers
- \_\_\_\_\_23. Keep the official files in their office
- \_\_\_\_\_24. Inform the group of infractions of their bylaws, codes and standing rules
- \_\_\_\_\_25. Keep the group aware of its stated objectives when planning events
- \_\_\_\_\_26. Mediate interpersonal conflicts that arise; be responsible for planning leadership skills workshops
- \_\_\_\_\_27. State what the advisor's responsibilities are, or as they view the responsibilities, at the first meeting of the year

- \_\_\_\_\_28. Let the group work out its problems, including making mistakes and “doing it the hard way”
- \_\_\_\_\_29. Insist on an evaluation of each activity by those students responsible for planning it
- \_\_\_\_\_30. Take the initiative in creating teamwork and cooperation among the officers' group
- \_\_\_\_\_31. Let the group thrive or decline on its own merits; do not interfere unless requested to do so
- \_\_\_\_\_32. Be available to assist the group in any conflicts with members of the university staff
- \_\_\_\_\_33. Be familiar with College facilities, services and procedures that affect group activities
- \_\_\_\_\_34. Recommend programs, speakers, etc.
- \_\_\_\_\_35. Take an active part in the orderly transition of responsibilities between old and new officers at the end/start of the year
- \_\_\_\_\_36. Advise the group to cancel any activities when they believe they have been inadequately planned
- \_\_\_\_\_37. Be responsible for planning leadership skills workshops

Please add any other expectations you have for the advisor’s role: