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 and 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:

Adapted from the AntLeader Leadership Series (Special thanks to the Dean of Students Office at U.C. Irvine) and the Organization and Advisor Manual of the California State Polytechnic University, San Luis Obispo Activities Center