

Advisor Expectations Checklist

Listed below are some expectations which can be negotiated between student leaders and their advisor. This form is designed to help advisors and officers arrive at a clear and mutually agreed upon advisor role. This is suggested to be used just between the organization officers and the organization advisor.

The advisor and the officers of the organization should rank the following items (from 1 – 5, with 1 being an essential duty of the advisor and 5 being absolutely not an advisor’s duty) 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.

	Attend all general meetings
	Attend all executive committee meetings
	Call meetings of the executive committee when believed to be necessary
	Explain University policy when relevant to the discussion
	Explain University policy to the entire group once a year
	Depend on the officers to observe University policy throughout their terms
	Meet with the chief student leader before each meeting
	Help the chief student leader or other officers prepare an agenda before each meeting
	Speak up during discussion when the advisor thinks the group may make a poor decision
	Be quiet during the general meetings unless called upon
	Exert influence with officers between meetings
	Take an active part in formulating the goals of the group
	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
	Attend all group activities, meetings, events, etc.
	Request to see the treasurer’s books at the end of each semester
	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
	Be a custodian of all group paraphernalia, records, etc. during the summer and between officer transitions

	Keep the official files of the organization
	Inform the group of infractions of their bylaws, codes, and standing rules
	Make the group aware of its stated objectives when planning events
	Veto a decision when it violates a stated objective, the bylaws, or University policy
	Mediate interpersonal conflicts that may arise
	Be responsible for planning leadership skills workshops
	Let the group work out its problems; allow for mistakes and “doing it the hard way”
	Insist on an evaluation of each activity by those students responsible for planning it
	Take the initiative in developing teamwork and cooperation among the officers
	Let the group thrive or decline on its own; do not interfere unless requested
	Represent the group in any conflicts with members of the University staff
	Be familiar with University resources and procedures that affect group activities
	Recommend programs, speakers, etc.
	Take an active part in the orderly transition of responsibilities between old and new officers at the end of the year
	Cancel any activities when you believe they have been inadequately planned, will violate University rules, or are unsafe