

# The Role of Advisor Checklist



## ADVISOR SELF-EVALUATION

Please answer the following questions as they relate to your role as a student organization advisor. Fill in the blanks in front of each question using the following scale:

5= all the time 4= most of the time 3= some of the time 2= almost never 1= never

\_\_\_\_\_ I actively provide motivation and encouragement to members

\_\_\_\_\_ I know the goals of the organization

\_\_\_\_\_ I know the group's members

\_\_\_\_\_ I attend regularly scheduled executive board meetings

\_\_\_\_\_ I attend regularly scheduled organizational meetings

\_\_\_\_\_ I meet regularly with the officers of the organization

\_\_\_\_\_ I attend the organization's special events

\_\_\_\_\_ I assist with the orientation and training of new members

\_\_\_\_\_ I help provide continuity for the organization

\_\_\_\_\_ I confront the negative behavior of members

\_\_\_\_\_ I understand the principles of group development

\_\_\_\_\_ I understand how students grow and learn

\_\_\_\_\_ I understand the principles that lead to orderly meetings

\_\_\_\_\_ I have read the group's constitution and by-laws

\_\_\_\_\_ I recommend and encourage without imposing my ideas and preferences

\_\_\_\_\_ I monitor the organization's financial records

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\_\_\_\_\_ I understand the principles of good fund raising

\_\_\_\_\_ I understand how the issues of diversity affect the organization

\_\_\_\_\_ I attend conferences with the organization's members

\_\_\_\_\_ I know the steps to follow in developing a program

\_\_\_\_\_ I can identify what members have learned by participating in the organization

\_\_\_\_\_ I know where to find assistance when I encounter problems I cannot solve