

# The Role of Advisor Checklist



This form is designed to help advisors and student officers determine a clear role for advisors in matters pertaining to student organizations.

## DIRECTIONS

The advisor and officers (at minimum the President) should respond to the following items, then meet to compare answers and discuss any differences. For any 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 statement, respond according to the following scale:

1= Essential for the advisor 2= Helpful for the advisor to do 3= Nice, but don't have to

4= would prefer not to do 5= Absolutely not an advisor's role

## ADVISOR CHECKLIST

Attend all general meetings

Stay quiet during general body meetings unless called upon

Attend all executive committee meetings

Assist organization by signing forms

Attend all other organizational activities

Attend advisor training offered by the university

Explain university policy when relevant to the discussion

Speak up during discussion when they have relevant information or feel the group is making a poor decision

Help the president prepare the agenda before each meeting

Take an active part in formulation of the creation of group goals

Serve as a parliamentarian of the group

Indicate ideas for discussion when they believe they will help the group

Speak up during discussion

# The Role of Advisor Checklist

\_\_\_ Be one of the group except for voting and holding office

\_\_\_ State perceptions of their role as advisor at the beginning of the year

\_\_\_ Request to see the treasurer's records at the end of each semester

\_\_\_ Let the group work out its problems, including making mistakes

\_\_\_ Check the secretary's minutes before they are distributed

\_\_\_ Enforce an evaluation of each event or activity

\_\_\_ Receive copies of official correspondence

\_\_\_ Take the initiative in creating teamwork and cooperation among officers

\_\_\_ Store all group paraphernalia during the summer and between changeover of officers

\_\_\_ Let the group thrive or decline on its merits; do not interfere unless requested to do so

\_\_\_ Keep official files in their office

\_\_\_ Represent the group in any conflicts with members of the University staff

\_\_\_ Inform the group of infraction of its constitutions, bylaws, and standing rules

\_\_\_ Be familiar with University facilities, services, and procedures for group activities

\_\_\_ Keep the group aware of its stated objectives when planning events

\_\_\_ Recommend programs and speakers

\_\_\_ Mediate interpersonal conflicts that arise

\_\_\_ Take an active part in the orderly transition of responsibilities between old and new officers

\_\_\_ Be responsible for or assist with planning workshops, trainings, or retreats

\_\_\_ Cancel any activity when they believe it has been inadequately planned