Listed below are some expectations student leaders may have of their advisors. This form is designed to help advisors and student officers and faculty members arrive at a clear and mutually agreed upon role of the advisor in student organization affairs.

Directions: The advisor and each officer, chairperson and coordinator should respond to the following items. For each of the following statements, the advisor should respond on a scale of 1-5 how important this function is:

1. Essential for the advisor to do
2. Helpful for the advisor to do
3. Nice but they do not have to do
4. Would prefer they not do
5. Absolutely not the advisor’s role

The advisor is expected to:

_____ Attend all general meetings of the organization.
_____ Attend all executive meetings.
_____ Call meetings of the officers when deemed necessary.
_____ Attend all events/activities planned by the organization.
_____ Serve as parliamentarian of the group.
_____ Meet weekly with officers.
_____ Help the President or chairperson prepare the agenda before each meeting.
_____ Check/proof meeting minutes before they are written in final form.
_____ Speak up during organizational discussion.
_____ Be quiet during general meeting unless called upon.
_____ Speak up during Senate meeting discussions when s/he has relevant information.
_____ Speak up during discussion when s/he believes the group is likely to make a poor decision.
_____ Assist the group by signing forms only.
_____ Attend Advisor Development workshops offered by the University.
_____ Take the initiative in creating teamwork and cooperation among the organization.
_____ Be responsible for planning leadership skills workshops.
_____ Let the group work out its problems including making mistakes and “doing it the hard way.”
_____ Prohibit a decision when it violates organization's constitution.
_____ Get a copy of all official correspondence.
_____ Provide input into all official correspondence before it is sent out.
Inform the group of infractions of University Policy.

Be familiar with University facilities, services, and procedures which affect group activities.

Explain University policy when relevant to the discussion.

Prohibit a decision when it violates University policy.

Initiate ideas for group discussion when s/he believes they will help the group.

Take an active part in formulating the goals for the group.

Keep the group aware of its stated objectives when planning events.

Recommend/lobby for programs, speakers, etc. to the group for consideration.

Help design posters, flyers and other publicity materials.

Cancel any activity s/he believes It has been inadequately planned.

Keep official files in his/her office.

Approve all candidates of office in terms of scholastic standing and periodically check their GPA.

Proof all publicity materials including posters, flyers and newspaper ads before going to print.

Help the group clean up after programs/events.

Require all expenditures to be approved by the advisor.

Responsible for all group paraphernalia, records, etc.

Take an active part in the transition of responsibilities between old and new officers.

Mediate interpersonal conflicts when they arise.

Advocate for organization when the organization is in conflict with the University or University staff.