

The Role of an Advisor

Listed below are some expectations student leaders may have of their advisors. This form is designed to help advisors and student officers establish 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, 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.