

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.

The advisor and each officer of the organization should rank the following items 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.

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 an advisor role.

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| | Attend all general meetings |
| | Attend all executive board meeting |
| | Call meetings of the executive board when believed to be necessary |
| | Explain College policy when relevant to the discussion |
| | Explain College policy to the entire group once a year |
| | Depend on the club officers to observe College policy throughout their terms |
| | Meet with the club officers before each meeting |
| | Help the club officers prepare an agenda before each meeting |
| | Speak up during discussion when the advisor has relevant information |
| | 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. |

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| | 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 College 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 College staff |
| | Be familiar with College 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 College policies, or are unsafe |

** Adapted from Student Activities at the University of Florida*