

Advisor & Student Leader Check List

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

Directions: The advisor and each student leader should respond to the following items, and meet to compare answers and “iron out” any differences. For items, which are determined not to be the responsibility of the advisor, it would be valuable to clarify which student leaders will assume that responsibility.

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 advisor does not have to do
- 4 – Would prefer advisor does not do
- 5 – Absolutely not in the advisor’s role

- _____ 1. Attend all general meetings.
- _____ 2. Attend all executive board meetings.
- _____ 3. Call meetings of the executive board when he/she believes it is necessary.
- _____ 4. Explain University policy when relevant to discussion.
- _____ 5. Explain University policy to executive board and depend upon officers to carry them out through their leadership.
- _____ 6. Explain University policy to the entire membership at a general meeting once a year.
- _____ 7. Have a meeting with the president before each meeting.
- _____ 8. Help the president prepare an agenda before each meeting.
- _____ 9. Serve as parliamentarian for the group.
- _____ 10. Speak up during discussion when he/she believes the group is likely to make a poor decision.
- _____ 11. Speak up during discussion when he/she has relevant information.
- _____ 12. Be quiet during general meeting unless called upon.
- _____ 13. Exert his/her influence with officers between meetings.
- _____ 14. Take an active part in formulating the goals of the group.
- _____ 15. Initiate ideas for discussion when he/she believes they will help the group.
- _____ 16. Be one of the group except for voting and holding office.
- _____ 17. Attend all group activities.
- _____ 18. Require the treasurer to clear all expenditures with him/her before financial commitments are made.
- _____ 19. Request to see the treasurer’s books at the end of the semester.
- _____ 20. Check the secretary’s minutes before they are written in final form.
- _____ 21. Check all official correspondence before it is sent.
- _____ 22. Get a copy of all official correspondence.

- _____ 23. Be custodian of all group paraphernalia, records, etc., during the summer and between change over of officers.
- _____ 24. Keep the official files in his/her office
- _____ 25. Inform the group of infractions of their bylaws, codes, and standing rules.
- _____ 26. Keep the group aware of its stated objectives when planning events.
- _____ 27. Veto a decision when it violates a stated objective, the bylaws, codes, standing rules, or University policy.
- _____ 28. Mediate interpersonal conflicts as they arise.
- _____ 29. Be responsible for planning leadership skills workshops.
- _____ 30. State what his/her advisor responsibilities are, as he/she sees them, at the first of the year.
- _____ 31. Let the group work out its problems, including making mistakes, and doing it the hard way.
- _____ 32. Insist on an evaluation of each activity by those students responsible for planning it.
- _____ 33. Take the initiative in creating teamwork and cooperation among the officer's group.
- _____ 34. Let the group thrive or decline on its merits: do not interfere unless requested to do so.
- _____ 35. Represent the group in conflicts with members of the University staff.
- _____ 36. Be familiar with University facilities, services, and procedures that affect group activities.
- _____ 37. Recommend programs (i.e. speakers, bands, etc.)
- _____ 38. Take an active part in orderly transition of responsibilities between old and new officers at the end of the year.
- _____ 39. Approve all candidates for office in terms of scholastic standing (GPA), and check periodically to ensure that officers are maintaining the required grade point average.
- _____ 40. Cancel any activities when he/she believes they have been inadequately planned.