

Student Group Advisor Expectations and Role Checklist

This form is designed to help student group advisors and student group leaders determine a clear role and clear expectations for advisors.

The advisor and each leader should respond to the following items and then meet to compare answers and establish a shared understanding of expectations, roles, and responsibilities. For any items that are determined not to be the role 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 they don't have to
4. Would prefer not to do
5. Absolutely not an advisor's role

| Potential Roles of the Advisor | 1-5 | Notes |
|--|-----|-------|
| Attend all general body meetings | | |
| Attend all executive committee meetings | | |
| Meet regularly with the president/chair | | |
| Call meetings of the executive board when believed necessary | | |
| Explain University policies | | |
| Help the president prepare agendas | | |
| Speak up during meetings when have an opinion to share | | |
| Be quiet during general meetings unless called upon | | |
| Speak up during meetings when the group is making a poor decision | | |
| Be copied on all correspondence | | |
| Store all group paraphernalia during the summer | | |
| Keep the group aware of its stated objectives when planning events | | |
| Mediate interpersonal conflicts that arise | | |
| Recommend programs and speakers | | |
| Be responsible for planning a leadership skills workshop | | |
| Let the group work out its problems, including making mistakes | | |
| Ask for an evaluation of each program or event | | |
| Advocate for the group in discussions with administration | | |
| Be familiar with University facilities, services, and procedures | | |
| Take an active part in the transition of officers | | |
| Assist in the creation of goals for the organization | | |
| Orient new officers to their roles/responsibilities | | |
| Recruit new members to the organization | | |
| Maintain organizational records | | |
| Assist with budgeting | | |