

## Role of Advisor Checklist

This form is designed to help advisors and student organization leaders determine a clear role for an advisor in matters pertaining to student organizations.

**Directions:** The advisor and each student organization leader should respond to 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 would be valuable to clarify which student organization leader will assume the 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 don't have to  
4- Would prefer not to do      5- Absolutely not an advisor's role

1. \_\_\_ Attend all meetings
2. \_\_\_ Call meetings of the executive board when necessary
3. \_\_\_ Explain college policy to the executive board and depend upon them to carry it out through their leadership
4. \_\_\_ Meet with president of organization before each meeting
5. \_\_\_ Help the president prepare the agenda before each meeting
6. \_\_\_ Serve as a parliamentarian for the group
7. \_\_\_ State perception of his/her role as advisor at beginning of the year
8. \_\_\_ Speak up during meetings when he/she has relevant information
9. \_\_\_ Speak up when he/she believes group is likely to make a poor decision
10. \_\_\_ Apply his/her influences with officers between meetings
11. \_\_\_ Take an active part in goal-setting for the group
12. \_\_\_ Initiate ideas for discussion when he/she believes they will help the group
13. \_\_\_ Attend all group activities
14. \_\_\_ Require treasurer to meet with him/her before financial commitments are made
15. \_\_\_ Check all official correspondence before it is sent
16. \_\_\_ Obtain a copy of all official correspondence
17. \_\_\_ Keep the official files in his/her office
18. \_\_\_ Inform group of infractions of their by-laws or college policy
19. \_\_\_ Keep group aware of its stated objectives when planning events
20. \_\_\_ Mediate interpersonal conflicts that arise
21. \_\_\_ Be responsible for planning leadership skills training sessions
22. \_\_\_ Let the group work out its problems, including making mistakes
23. \_\_\_ Insist on an evaluation of group activities
24. \_\_\_ Take the initiative in creating teamwork and cooperation among the group's officers
25. \_\_\_ Not interfere with group affairs unless requested to do so
26. \_\_\_ Assist the group in any conflicts with members of the college staff
27. \_\_\_ Be familiar with college facilities, services and procedures which affect the group
28. \_\_\_ Recommend programs, speakers, events etc.
29. \_\_\_ Take an active part in the transition of responsibilities between old and new officers in the spring
30. \_\_\_ Cancel activities when he/she believes they have been inadequately planned
31. \_\_\_ Listen during general meetings unless called upon
32. \_\_\_ Assist organization by signing forms only
33. \_\_\_ Check secretary's minutes before they are distributed
34. \_\_\_ Be one of the group, except for voting and holding office