

Advisor's Agreement Worksheet

This worksheet can be a means of communicating expectations of the organization-advisor relationship. Both the advisor and the leaders of your organization should review each item. Organization leaders should check off your expectations of the advisor in the "Org" column. Organization advisor should check off those items he/she feels are appropriate for him/her to fulfill in the "Advisor" column. By conducting this exercise, both parties will have a clear understanding of their expectations.

The Advisor agrees to....	Org	Advisor	Agree
Attend all meetings			
Call meetings of the officers when deemed necessary			
Explain College policies when appropriate			
Meet with the president of the organization before each meeting			
Serve as a parliamentarian for the group			
State role as advisor at beginning of the year			
Speak up during meetings when has relevant information			
Apply influences with officers between meetings			
Take an active part in goal-setting for the group			
Initiate ideas for discussion when believes it will help the group			
Attend all group activities			
Require treasurer to meet before all financial commitments			
Check all official correspondence before it is sent			
Obtain a copy of all official correspondence			
Keep official files in office			
Inform group of infractions of their by-laws or college policy			
Keep group aware of its stated objectives when planning events			
Mediate interpersonal conflicts that arise			
Be responsible for planning leadership training sessions			
Let the group work out its problems, including making mistakes			
Insist on an evaluation of group activities			
Take the initiative in creating teamwork and cooperation among leadership			
Not interfere with group affairs unless requested to do so			
Assist in any conflicts with members of the college staff			
Be familiar with college facilities, services and procedures			
Recommend programs, speakers, events etc.			
Take an active part in the transition between old and new officers			
Cancel activities when they have been inadequately planned			
Be quiet during general meetings unless called upon			
Assist organization by signing forms			
Check secretary's minutes before they are distributed			
Be one of the group, except for voting and holding office			