

# Advisor's Checklist

This form is designed to help advisors and officers determine the role of advisors in student organizations. **Directions:** The advisor and each officer should respond to the following items, then meet to compare answers and discuss any differences. For any items which are determined not to be the responsibility of the advisor, it would be valuable to clarify which officer will assume that responsibility. For each statement, respond according to the following scale:

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|--|-------------------------------------|
| A. Essential for the advisor           | D. Would prefer they not do         |
| B. Helpful for the advisor to do       | E. Absolutely not an advisor's role |
| C. Nice, but they do not have to do it |                                     |

## THE ADVISOR IS EXPECTED TO:

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| _____ 1. Attend all general meetings.  | _____ 19. Check the secretary's minutes before they are distributed.                                      |
| _____ 2. Attend all executive committee meetings.  | _____ 20. Receive a copy of all official correspondence.  |
| _____ 3. Attend all other organizational activities.   | _____ 21. Store all group paraphernalia during the summer and between changeover of officers.             |
| _____ 4. Explain University policy when relevant to the discussion.  | _____ 22. Keep the official files in his/her office.  |
| _____ 5. Help the president prepare the agenda before each meeting.  | _____ 23. Inform the group of infractions of its bylaws, codes, and standing rules.                       |
| _____ 6. Serve as a parliamentarian for the group.   | _____ 24. Keep the group aware of its stated objectives when planning events.                             |
| _____ 7. Speak up during discussions with relevant information or when the group is likely to make a poor decision | _____ 25. Mediate interpersonal conflicts that arise.   |
| _____ 8. Speak up during discussion with relevant information.   | _____ 26. Be responsible for planning a leadership skill workshop.  |
| _____ 9. Be quiet during general meetings unless called upon.  | _____ 27. State perceptions of his/her role as advisor at the beginning of the year.                      |
| _____ 10. Assist organization by signing forms that require your signature.  | _____ 28. Let the group work out its problems, including making mistakes and "doing it the hard way."     |
| _____ 11. Attend advisor workshops sponsored by the Office of Campus Involvement.                                  | _____ 29. Insist on an evaluation of each activity by those students responsible for planning it.         |
| _____ 12. Take an active part in the formulation of the group's goals.   | _____ 30. Take the initiative in creating teamwork and cooperation among officers.                        |
| _____ 13. Initiate ideas for discussion when he/she believes they will help the group.                             | _____ 31. Let the group thrive or decline on its merits; do not interfere unless requested to do so.      |
| _____ 14. Be one of the group except for voting and holding office.  | _____ 32. Represent the group in any conflicts with members of the University staff.                      |
| _____ 15. Require the treasurer to clear all expenditures with you before making financial commitment.             | _____ 33. Be familiar with University facilities, services, and procedures.                               |
| _____ 16. Request to see the treasurer's books at the end of each semester.  | _____ 34. Recommend programs, speakers, etc.  |
| _____ 17. Have regular one-on-ones with president.   | _____ 35. Take an active part in the orderly transition of responsibilities between old and new officers. |
| _____ 18. Attend organization's social events.   | _____ 36. Meet with treasurer monthly to reconcile financial statements.                                  |
|  | _____ 37. Plan organization retreats.   |