

Student Leader/Advisor Worksheet

1	2	3	4	5
Essential for Advisor to do	Helpful for Advisor to do	Nice, but not necessary for Advisor to do	Would prefer Advisor not to do	Absolutely not an Advisor's role

Directions: This worksheet is to assist in identifying expectations of advisors and student leaders. The advisor and each officer should respond to the following items and then meet to share and compare answers and discuss differences. For each statement, respond on a scale of 1-5 how important the function is:

The Advisor is expected to ...

1. _____ Attend all organization activities
2. _____ Be accessible during meetings but allow them to be led by students
3. _____ Attend all executive meetings
4. _____ Call meetings of the executive board when he/she believes necessary
5. _____ Be familiar with university facilities and services and explain university policy to officers prior to meetings and when relevant to the meeting discussion
6. _____ Meet with President each week
7. _____ Help executive board prepare the agenda before each meeting
8. _____ When having a discussion, share any relevant information
9. _____ Speak up during discussion when Advisor believes the organization is likely to make a decision that is not in the best interest of the organization
10. _____ Be available to officers between meetings
11. _____ Initiate ideas for discussion he/she believes will help the organization
12. _____ Take an active part in formulating the goals of the organization
13. _____ Be one of the members of the organization except for voting and holding office
14. _____ Require the Treasurer to clear all expenditures with Advisor before financial commitments are made
15. _____ Review the Treasurer's books at the end of each semester
16. _____ Review all official correspondence before it is sent
17. _____ Be given a copy of all official correspondence
18. _____ Keep the official files in Advisor's office
19. _____ Remind organization of their objectives/goals in planning events
20. _____ Veto decisions when it violates a stated objective, the constitution, bylaws, codes, standing rules, or university policy
21. _____ Mediate interpersonal conflicts that arise
22. _____ State what the Advisor responsibilities are, or as she/he sees them, at the first meeting of the year
23. _____ Let the organization work out its own problems, including making mistakes and "doing it the hard way."
24. _____ Insist on the evaluation of each activity by those officers responsible for planning
25. _____ Take initiative in creating teamwork and cooperation among officers
26. _____ Let the organization thrive or decline on its merits; do not interfere unless requested to do so
27. _____ Represent the organization in any conflicts with members of the university staff
28. _____ Be familiar with university facilities, services and procedures that affect organization activities
29. _____ Recommend programs, speakers, etc
30. _____ Take an active part in the orderly transition of responsibilities between old and new officers and maintain records, history, and items during transition/summer
31. _____ 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
32. _____ Cancel any activities when she/he believes they have been inadequately planned