

THE ROLE OF THE ADVISOR

Listed below are some of the expectations student leaders typically have of their advisor. This form is designed to help advisors and student leaders arrive at a clear and mutually agreed upon role for the advisor.

Directions: the advisor and as many determined organization members should respond to the following items, and meet to compare answers to work out any differences. For some items which are determined not to be the responsibility of the advisor, it would be valuable to clarify which organization leader will assume that responsibility.

For each of the following statements, respond on a scale of 1-5 how important this function is:

Essential for the advisor to do

Helpful for the advisor to do

Nice but that don't have to

Would be prefer they not do

Absolutely not an advisor's role

The Advisor is expected to:

- 1. Attend all committee meetings
- 2. Attend all Executive Board/ Council meetings
- 3. Call meetings of the organization when he/she believes it is necessary
- 4. Explain College policy to the organization leadership and depend upon the members to carry them out through their leadership
- 5. Explain College policy when relevant to the discussion
- 6. Explain College policy to the entire membership at a general meeting once a year³
- 7. Reserve an appointment with organization leadership before each meeting
- 8. Help the organization leaders prepare the agenda before each meeting
- 9. Serve as a parliamentarian for the group
- 10. Speak up during the discussion when he/ she has relevant information
- 11. Speak up during the discussion when he/ she believes the group is likely to make a poor decision
- 12. Be quiet during general meetings unless called upon
- 13. Exert his/ her influence with leadership between meetings
- 14. Take an active part in the formulation of the goals of the group
- 15. Initiate ideas for discussion when he/ she believes they will help the group
- 16. Attend all committee events
- 17. Require the leadership to clear all expenditure with him/ her before financial commitments can be made
- 18. Request to see the leadership's financial books/ records at the end of each semester
- 19. Check the secretary's minutes before they are sent out
- 20. Check all official correspondences before they are sent out
- 21. Get a copy of all official correspondence
- 22. Be custodian of all group paraphernalia, records, etc., during the summer and between transitions of officers
- 23. Keep the official files in his/ her office
- 24. Inform the group of infractions of their constitution and bylaws
- 25. Keep the group aware of its stated objectives when planning events
- 26. Veto a decision when it violates a stated objective, the constitution, bylaws, or College policy
- 27. Mediate interpersonal conflicts that arise
- 28. Be responsible for planning leadership skills workshops
- 29. State what his/ her advisor responsibilities are, or as he/ she sees them, at the first of the year
- 30. Let the group work out its problems, including making mistakes and "doing it the hard way"
- 31. Insist on an evaluation of each activity by those student responsible for planning it

- ___ 32. Take the initiative in creating teamwork and cooperation among leadership
- ___ 33. Let the group thrive or decline on its merits; do not interfere unless requested to do so
- ___ 34. Represent the group in any conflicts with members of the College staff
- ___ 35. Be familiar with College facilities, services, and procedures which affect organization activities
- ___ 36. Recommend programs, speakers, etc.
- ___ 37. Take an active part in the orderly transition of responsibilities between old and new officers and the end of the year
- ___ 38. Approve all candidates for office in terms of scholastic standing (GPA) and check periodically to ensure that leadership is maintaining the required grade point average
- ___ 39. Cancel any activities when he/ she believes they have been inadequately planned

PLEASE ADD ANY OTHER IDEAS YOU HAVE ON THE ADVISOR'S ROLE: