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 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 year
____ 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: