The Role of Advisor Checklist

This form is designed to help advisors and student officers determine a clear role for advisors in matters pertaining to student organizations.

Directions: The advisor and each officer should respond to the following items, and 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.

Circle your answer according to the scale.

1. Attend all general meetings
   1  2  3  4  5
2. Store all group paraphernalia during the summer and between transitions of officers
   1  2  3  4  5
3. Attend all executive committee meetings
   1  2  3  4  5
4. Keep official file in his/her office
   1  2  3  4  5
5. Attend all other organizational activities
   1  2  3  4  5
6. Inform the group of infraction of its bylaws, codes and standing rules
   1  2  3  4  5
7. Explain university policy when relevant to the discussion
   1  2  3  4  5
8. Keep the group aware of its stated objectives when planning events
   1  2  3  4  5
9. Help the president prepare the agenda before each meeting
   1  2  3  4  5
10. Mediate interpersonal conflicts that arise
    1  2  3  4  5
11. Serve as a parliamentarian of the group
    1  2  3  4  5
12. Be responsible for planning a leadership skill workshop
    1  2  3  4  5
13. Speak up during discussion

For each statement, respond according to the following scale:
   1- Essential for the advisor
   2- Helpful for the advisor to do
   3- Nice, but they don’t have to
   4- Would prefer not to
   5- Absolutely not an advisor’s role
1. State perceptions of his/her role as advisor at the beginning of the year
2. Be quiet during general meetings unless called upon
3. Let the group work out its problems, including making mistakes
4. Assist organization by signing forms only
5. Insist on an evaluation of each activity
6. Attend advisor training offered by the University
7. Take the initiative in creating teamwork and cooperation among officers
8. Speak up during discussion when he/she has relevant information or feels the group is making a poor decision
9. Let the group thrive or decline on its merits; do not interfere unless requested to do so
10. Take an active part in formulation of the creation of group goals
11. Represent the group in any conflicts with members of the University staff
12. Indicate ideas for discussion when he/she believes they will help the group
13. Be familiar with University facilities, services, and procedures for group activities
14. Be one of the groups except for voting and holding office
15. Recommend programs and speakers
16. Request to see the treasurer’s books at the end of each semester
17. Take an active part in the orderly transition of responsibilities between old and new officers
31. Check the secretary’s minutes before they are distributed
   1  2  3  4  5

32. Cancel any activity when he/she believes it has been inadequately planned
   1  2  3  4  5

33. Receive copies of official correspondence
   1  2  3  4  5