The Role of the Advisor Checklist

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. The purpose of this exercise is to ensure that student leaders and advisors are on the same page regarding expectations and level of involvement.

For each statement, respond according to the following scale:

1=Essential for advisor 2=Helpful for advisor to do 3=Nice, but don’t have to 4=Would prefer not to do 5=Absolutely not advisor’s role

1. Attend all general meetings \_\_\_\_\_
2. Find storage for all group items during the summer and between changeovers of officers \_\_\_\_\_
3. Attend all executive committee meetings \_\_\_\_\_
4. Keep official file in his/her office \_\_\_\_\_
5. Attend all other organizational activities \_\_\_\_\_
6. Inform the group of infraction of its bylaws, codes, and standing rules \_\_\_\_\_
7. Explain university policy when relevant to the discussion \_\_\_\_\_
8. Keep the group aware of its stated objectives when planning events \_\_\_\_\_
9. Help the president prepare the agenda before each meeting \_\_\_\_\_
10. Mediate the interpersonal conflicts that arise \_\_\_\_\_
11. Be responsible for planning a leadership skill workshop \_\_\_\_\_
12. Speak up during discussion \_\_\_\_\_
13. State perceptions of his/her role as advisor at the beginning of the year \_\_\_\_\_
14. Let the group work out its problems, including making mistakes \_\_\_\_\_
15. Assist organization by signing forms only \_\_\_\_\_
16. Insist on an evaluation of each activity \_\_\_\_\_
17. Take the initiative in creating teamwork and cooperation among officers \_\_\_\_\_
18. Speak up during group discussion when he/she has relevant information or feels the group is making a poor decision \_\_\_\_\_
19. Let the group thrive or decline on its merits \_\_\_\_\_
20. Take an active part in formulation of the creation of group goals \_\_\_\_\_
21. Represent the group in any conflicts with members of the University staff \_\_\_\_\_
22. Indicate ideas for discussion when he/she believes they will help the group \_\_\_\_\_
23. Assist in determining facility, services, and procedures for group activities \_\_\_\_\_
24. Recommend programs and speakers \_\_\_\_\_
25. Request to see the treasurer’s books at the end of each semester \_\_\_\_\_
26. Take an active part in the orderly transition of responsibilities between old and new officers \_\_\_\_\_
27. Check the secretaries’ minutes before they are distributed \_\_\_\_\_
28. Cancel any activity when he/she believes it has been inadequately planned \_\_\_\_\_
29. Receive copies of official correspondence \_\_\_\_\_

\*Adapted from Ball State University Downloads for Student Organizations and Advisors