

### Student/Advisor Expectations Checklist

Directions: This checklist is designed to help advisors and student officers arrive at a clear and mutually agreed upon role for the advisor. The advisor and each executive officer should respond to the following items and meet to compare answers and “iron out” any differences. For items, which are determined not to be the advisor’s responsibility, it would be valuable to clarify which officer will assume that responsibility.

For each of the following statements, respond on a scale of 1 - 4 how important this function is:

- 1 - Essential for the advisor to do
- 2 - Nice, but not essential
- 3 - Not an advisor’s role
- 4 - Does not apply to our organization

- Attend general meetings and executive committee meetings.
- Remind officers/members of deadlines and calendar events.
- Be available to meet with the President before each meeting.
- Speak up during discussion if you have relevant information, but otherwise let the students run meetings.
- Behave as an active member of the organization – showing interest in activities, dedication to organization, volunteer for appropriate tasks, etc. (except for voting and holding office).
- Provide alternative thoughts or contributions to help students see both sides of an issue.
- Attend organization activities, on and off campus. Be cautious of the social events that you attend, especially if you are a younger advisor. You do not want to put yourself in an awkward situation where underage drinking might be happening.
- Request to see the treasurer’s financials at the end of each semester and assist when needed (including but not limited to taxes).
- Pay annual membership fees
- Provide continuity by acting as a custodian of organization belongings, tablecloths, swag, records, etc.
- Inform the organization of infractions of its bylaws, codes, and standing rules.
- Keep the organization aware of its stated objectives when planning events.
- Mediate interpersonal conflicts that arise
- Inform the organization of leadership opportunities in which members can participate.

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- State advisor responsibilities to the organization at the beginning of each year.
- Let the group work out problems, including making mistakes and “doing it the hard way.”
- Encourage an evaluation of each activity by those students responsible for planning it and all organizational members.
- Encourage teamwork and cooperation among the officers of the organization.
- Be familiar with University facilities, services, and procedures that affect organization activities.
- Positively represent and recognize the organization in your university capacity, if applicable.
- Recommend programs, speakers, etc.