

Student Group Advisor Expectations and Role Checklist

This form is designed to help student group advisors and student group leaders determine a clear role and clear expectations for advisors.

The advisor and each leader should respond to the following items and then meet to compare answers and establish a shared understanding of expectations, roles, and responsibilities. For any items that are determined not to be the role of the advisor, it would be valuable to clarify which officer will assume that responsibility.

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 do
5. Absolutely not an advisor's role

Potential Roles of the Advisor	1-5	Notes
Attend all general body meetings		
Attend all executive committee meetings		
Meet regularly with the president/chair		
Call meetings of the executive board when believed necessary		
Explain University policies		
Help the president prepare agendas		
Speak up during meetings when have an opinion to share		
Be quiet during general meetings unless called upon		
Speak up during meetings when the group is making a poor decision		
Be copied on all correspondence		
Store all group paraphernalia during the summer		
Keep the group aware of its stated objectives when planning events		
Mediate interpersonal conflicts that arise		
Recommend programs and speakers		
Be responsible for planning a leadership skills workshop		
Let the group work out its problems, including making mistakes		
Ask for an evaluation of each program or event		
Advocate for the group in discussions with administration		
Be familiar with University facilities, services, and procedures		
Take an active part in the transition of officers		
Assist in the creation of goals for the organization		
Orient new officers to their roles/responsibilities		
Recruit new members to the organization		
Maintain organizational records		
Assist with budgeting		