

Student Leader/Advisor Worksheet

Directions: This worksheet is to assist in identifying expectations of Advisors and student leaders. The Advisor and each officer should respond to the following items and then meet to share and compare answers and discuss differences. For each statement, respond on a scale of 1-5 based on how important the said function is.

- 1 Essential for Advisor to do
- 2 Helpful for Advisor to do
- 3 Nice, but not necessary for Advisor to do
- 4 Would prefer Advisor not to do
- 5 Absolutely not an Advisor's role

The Advisor is expected to...

- _____ Attend all organization activities
- _____ Be accessible during meetings but allow them to be led by students
- _____ Attend all executive meetings
- _____ Call meetings of the executive board when they believe it is necessary
- _____ Be familiar with University facilities and serves and explain University policies to officers prior to meetings and when relevant to the meeting discussion
- _____ Meet with the President of the student organization they advise when necessary
- _____ Speak up during discussions when Advisor believes the organization is likely to make a decision that is not in their best interest
- _____ Be available to officers between meetings
- _____ Initiate ideas for discussion they believe will help the organization
- _____ Take an active part in formulating the goals of the organization
- _____ Require the Treasurer to clear all expenditures with the Advisor before financial commitments are made
- _____ Review the Treasurer's books at the end of each semester
- _____ Review all official correspondence before it is sent and be given a copy of said correspondence
- _____ Remind the organization of their objectives/goals in planning events
- _____ Veto decisions when it violates a stated objective, the constitution or bylaws of the organization, standing rules, or University policy
- _____ Mediate interpersonal conflicts that arise
- _____ State what the Advisor responsibilities are, or as they see them, at the first meeting of the year
- _____ Let the organization work out its own problems, including making mistakes and "doing it the hard way"
- _____ Recommend the evaluation of each activity by those officers responsible for planning
- _____ Let the organization thrive or decline on its own; do not interfere unless requested
- _____ Represent the organization in any conflicts with members of University staff
- _____ Recommend programs, speakers, etc.
- _____ Take an active part in the orderly transition of responsibilities between old and new officers and maintain records, history, and items during transition