



Advisor Role/Responsibilities Clarification Worksheet

The role of an advisor varies, but it is always an important one. The scope and frequency of an organization's activities, the effectiveness of its officers, the time commitments of the advisor, and several other factors determine the level of involvement the advisor will have with the organization. An advisor should be committed to the group's success, and may need to sometimes go above and beyond the call of duty. An advisor should never be resigned to only serve as a signatory on forms.

Considering their expertise and experience, advisors can often supply significant insights to group matters such as goal setting, programming, conflict resolution, and group growth/development. It is often the advisor who can aid in maintaining an organization by providing continuity and by serving as an information source. In short, a good advisor can help nurture an organization's success.

The pattern of teamwork between and advisor and the organization must be specifically tailored to the personalities and needs of both parties. Some guidance is necessary in developing such a relationship. Listed below are some expectations which can be negotiated between student organization leaders and their advisor. This form is designed to help advisors and officers arrive at a clear and mutually agreed upon advisor role.

The advisor and the officers of the organization should rank the following items from 1 to 5, with 1 being an essential duty of the advisor and 5 being absolutely not an advisor's duty. Both parties should then meet to compare answers and discuss any differences. For items that are determined not to be the responsibility of the advisor, it is important to establish whose responsibility it will be.

- _____ Attend all general meetings.
- _____ Attend all executive committee meetings.
- _____ Call meetings of the executive committee when believed to be necessary.
- _____ Explain University policies and procedures when relevant to the discussion.
- _____ Explain University policies and procedures to the entire group once a year.
- _____ Depend on the officers to observe University policies and procedures throughout their terms.
- _____ Meet with the president before each meeting.
- _____ Help the president prepare an agenda before each meeting.
- _____ Speak up during discussion when the group may make a poor decision.
- _____ Be quiet during the general meetings unless called upon.
- _____ Exert influence with officers between meetings.
- _____ Take an active part in formulating the goals of the group.

- _____ Initiate ideas for discussion when it is believed they will be helpful to the group.
- _____ Be one of the group; except for voting and holding office.
- _____ Attend all group activities, meetings, events, etc.
- _____ Request to see the treasurer's books at the end of each semester.
- _____ Check the secretary's minutes before they are written in final form.
- _____ Check all official correspondence before it is sent.
- _____ Get a copy of all official correspondence.
- _____ Be a custodian of all group materials, records, supplies, etc. during the summer and between officer transitions.
- _____ Keep the official files of the organization.
- _____ Inform the group of infractions of their bylaws, codes, and other standing rules.
- _____ Make the group aware of its stated objectives when planning events.
- _____ Veto a decision when it violates a stated objective, bylaw, or University policy.
- _____ Mediate interpersonal conflicts that may arise.
- _____ Be responsible for planning leadership skills workshops.
- _____ Let the group work out its problems; allow for mistakes and "doing it the hard way."
- _____ Insist on an evaluation of each activity by those students responsible for planning it.
- _____ Take the initiative in developing teamwork and cooperation among the officers.
- _____ Let the group thrive or decline on its own; do not interfere unless requested.
- _____ Represent the group in any conflicts with members of the University staff.
- _____ Be familiar with University resources and procedures that affect group activities.
- _____ Sit next to the president and/or officers during meetings and correct procedural "mistakes" when they occur immediately.
- _____ Take an active part in the orderly transition of responsibilities between old and new officers at the end of the year.
- _____ Cancel any activities when you believe they have been inadequately planned, will violate University rules, or are unsafe.