

Advisor Expectations Checklist

The purpose of this contract is for the advisor and student leaders to determine what role the advisor will play within the student organization.

Directions: The advisor and student leader should complete this form separately, and then meet to discuss their answers. For any items that are determined not to be the responsibility of the advisor, it would be valuable to clarify which officer will assume that task.

For each statement, respond according to the following scale: 1 = Essential for the advisor. 2 = Helpful for the advisor to do. 3= Nice, but the advisor does not have to do it. 4= Would prefer the advisor not do. 5 = Absolutely not an advisor's role.

Attend all general meetings of the organization Attend all executive committee meetings Meet with president before each meeting Help the president prepare for each meeting Exert influence with officers between meetings Take an active part in formulating goals of the group Attend all group activities, meetings, events
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Do a sustadian of all group materials supplies ata during summer and between officer
Be a custodian of all group materials, supplies, etc. during summer and between officer
transitions
Call meetings of the officers when the Advisor deems necessary
Explain University policies where appropriate
Explain University policies to the membership once per year
Speak up during discussion when Advisor feels group is about to make poor decision
Be quiet during general meetings unless called upon
Provide resources and ideas to the group
Act as member of the group, except in voting and holding office
Receive a copy of all correspondence
Request the treasurer's books at the end of each quarter
Keep the office files in Advisor's office
Let the group work out its problems, including making mistakes
Request a written evaluation at the end of each year
Cancel any activities that advisor believes to have been inadequately planned
Take active part in officer transition & training
Represent the group in any conflict with members of university staff
Mediate conflicts as they arise
Keep group aware of its stated goals, purpose, and objectives
Take an active part in orderly transitions of responsibilities between old and new officers
at end of year
Insist on an evaluation of each activity after event takes place
Let the group thrive or decline on its own; do not interfere unless requested
Other: Idanted from Northwestern University, University of North Carolina-Charlotte and University of Miami

Advisor Signature______ Date______ Date______ Date______

Date