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 serve 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