

Find out what your students

expect of you...

THE ROLE OF THE ADVISOR

Listed below are some expectations student leaders have of their advisor.

Directions: The advisor and each officer should respond to the following items, and meet to compare answers and work out any differences. This may also be a topic of discussion for the entire group, or the executive committee. For some items which are determined not to be the responsibility of the advisor, it would be valuable to clarify which officer will assume that responsibility.

For each of the following statements, respond on a scale of 1 – 5 how important this function is:

1. Essential for the advisor to do
2. Helpful for the advisor to do
3. Nice, but they don't have to
4. Would prefer they not do
5. Absolutely not an advisor's role

Adapted from:
Organization &
Advisor Manual
Activities Center
California
Polytechnic
Institute
San Luis Obispo

THE ADVISOR IS EXPECTED TO:

1. Attend all general meetings
2. Call meetings of the executive committee when she/he believes it is necessary
3. Attend all executive committee meetings
4. Explain University policy when relevant to the discussion.
5. Explain University policy to the executive committee and depend upon the officers to carry them out through their leadership.
6. Explain University policy to the entire membership at a general meeting once a year.
7. Have a regular meeting with the President (Chairperson) before each general meeting.
8. Help the President (Chairperson) prepare the agenda before each meeting.
9. Serve as parliamentarian for the group.
10. Speak up during discussion when she/he has relevant information.
11. Speak up during discussion when he/she believes the group is likely to make a poor decision.
12. Be quiet during general meetings unless called upon.
13. Exert her/his influence with officers between meetings.
14. Take an active part in formulating the goals of the group.
15. Initiate ideas for discussion when he/she believes they will help the group.
16. Be one of the group except for voting and holding office.
17. Attend all group activities.
18. Require the treasurer to clear all expenditures with her/him before financial commitments.
19. Request to see the treasurer's books at the end of each semester.
20. Check the secretary's minutes before they are written in final form.
21. Check all official correspondence before it is sent.
22. Get a copy of all official correspondence.
23. Be custodian of all group paraphernalia, records, etc., during the summer and between changeover of officers.
24. Keep the official files in his/her office.
25. Inform the group of infractions of their bylaws, codes and standing rules.
26. Keep the group aware of its stated objectives when planning events.
27. Veto a decision when it violates a stated objective, the bylaws, codes, standing rules of University policy.
28. Mediate interpersonal conflicts that arise.
29. Be responsible for planning leadership skills workshops.
30. State what her/his advisor responsibilities are, or as she/he sees them, at the first of the year.
31. Let the group work out its problems, including making mistakes and "doing it the hard way."
32. Insist on an evaluation of each activity by those students responsible for planning it.
33. Take the initiative in creating teamwork and cooperation among the officer's group.
34. Let the group thrive or decline on its own merits; do not interfere unless requested to do so.
35. Represent the group in any conflicts with members of the University faculty or staff.
36. Be familiar with University facilities, services, and procedures, which affect group activities.
37. Recommend programs, speakers, etc.
38. Take an active part in the transition of responsibilities between outgoing and incoming officers.
39. Approve all candidates for office in terms of scholastic standing (GPA) and check periodically to ensure that officers are maintaining the required GPA.
40. Cancel any activities when she/he believes they have been inadequately planned.
41. Veto any decision or program he/she believes to be unethical or illegal.
42. Encourage students to try new ideas and responsibilities.
43. Work not only with officers/committee chairs, but also with members.
44. Serve as a role model through leadership, behavior, and attitude.