

ADVISOR EXPECTATIONS WORKSHEET

This form is designed to help advisors and student leaders arrive at a clear and mutually agreed upon role of advisors in organization affairs. The advisor and organization officers should respond to the following items, and meet and compare answers to “iron out” any differences. For some items, which are determined not to be the responsibility of the advisor, it would be valuable to clarify who will assume the responsibility. It is recommended that all SOs complete this task at least once per academic year and more often if officer positions change.

Each Student Organization will operate differently depending upon the needs of the members and the advisor(s). This may change from year to year and is expected. Ultimately, Student Organizations should be run by the students with advisors serving as mentors.

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 not necessary, for the advisor to do

4 = would prefer the advisor not to do

5 = absolutely not an advisor’s role

- _____ 1. Attend all general meetings.
- _____ 2. Attend all executive committee meetings.
- _____ 3. Call meetings of the executive committee when believed to be necessary.
- _____ 4. Explain college policy when relevant to the discussion.
- _____ 5. Explain college policy to the executive committee when believed to be necessary.
- _____ 6. Explain college policy to the entire membership at a general meeting once a year.
- _____ 7. Schedule an appointment with the club president before each meeting.
- _____ 8. Help the club president prepare the agenda before each meeting.
- _____ 9. Serve as parliamentarian for the group.
- _____ 10. Speak up during discussion when they have relevant information.
- _____ 11. Speak up during discussion when they believe the group is likely to make a poor decision.
- _____ 12. Be quiet during general meetings unless called upon.
- _____ 13. Take an active part in formulating the goals of the group.
- _____ 14. Be one of the group, except for voting and holding office.
- _____ 15. Attend all group activities.
- _____ 16. Require treasurer to clear all expenditures with advisor before financial commitments are made.
- _____ 17. Request to see the treasurer’s records at the end of each semester.
- _____ 18. Check all official correspondence before it is sent.
- _____ 19. Get a copy of all official correspondence.
- _____ 20. Inform the group of infractions of its bylaws, codes, and standing rules.
- _____ 21. Keep the group aware of its stated objectives when planning events.
- _____ 22. Veto a decision when it violates a stated objective, the bylaws, codes, standing rules, or college policy.
- _____ 23. Mediate interpersonal conflicts that may arise.
- _____ 24. Be responsible for planning leadership skills workshops/training for organization members.
- _____ 25. Let the group work out its problems, including making mistakes and “doing it the hard way.”
- _____ 26. Insist on an evaluation of each activity by those students responsible for planning it.
- _____ 27. Represent the group in any conflicts with members of the college staff.

- _____ 28. Be familiar with college facilities, services, and procedures that affect group activities.
- _____ 29. Recommend speakers, programs, etc.
- _____ 30. Take an active part in the transition of responsibilities between old and new officers at the end of each election cycle.
- _____ 31. Coordinate all details of off-campus trips.
- _____ 32. Be responsible for students on all off-campus trips.
- _____ 33. Directly oversee all organization events.
- _____ 34. Initiate all Expense Requests.
- _____ 35. Initiate all Event Proposals.
- _____ 36. Maintain all aspects of the InvolveMOUNT organization.
- _____ 37. Ensure that officers meet minimum GPA & credit requirements.
- _____ 38. Initiate all Food Requests from the Green Street Café.
- _____ 39. Submit any necessary facilities and/or media requests for on-campus events.
- _____ 40. Ensure that the Student Organization meets all requirements and abides by their constitution if applicable.

Other expectations of the advisor:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____