

Discussion Guidelines for Advisor Role Definition

Below are some possible expectations student leaders may have of their advisor. The advisor and leaders should each respond to the following items then discuss answers and resolve differences. 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 statements, determine whether the function is:

- 1 – Essential for the advisor to do
- 2 – Helpful for the advisor to do
- 3 – Nice, but advisor does not have to
- 4 – Would prefer the advisor not do
- 5 – Absolutely not an advisor's role

The Advisor Should:

- ___ 1. Attend all general meetings.
- ___ 2. Attend all executive committee meetings.
- ___ 3. Call meetings of the executive committee when he/she believes it is necessary.
- ___ 4. Explain College policy when relevant to the discussion.
- ___ 5. Explain College policy to the executive committee and depend on officers to carry them out through their leadership.
- ___ 6. Explain College policy to the entire membership at a general meeting once a year.
- ___ 7. Assist the president as needed with the agenda for each meeting.
- ___ 8. Speak up during discussion when he/she has relevant information.
- ___ 9. Speak up during discussion when he/she believes the group is likely to make a poor decision.
- ___ 10. Take an active part in goal formation of the group.
- ___ 11. Initiate ideas for discussion when he/she believes they will help the group.
- ___ 12. Be one of the group, except for voting and holding office.
- ___ 13. Attend all group activities.
- ___ 14. Require the treasurer to clear all expenditures with him/her before commitments are made.
- ___ 15. Request to see the treasurer's books at the end of each semester.
- ___ 16. Check all official correspondence before it is sent.
- ___ 17. Get a copy of all official correspondence.
- ___ 18. Inform the group of infractions of their bylaws, codes, and standing rules.
- ___ 19. Mediate interpersonal conflicts that arise.
- ___ 20. State what his/her advisor responsibilities are, or as he/she sees them, at the first meeting of the year.
- ___ 21. Let the group work out its problems, including making mistakes and "doing it the hard way."
- ___ 22. Take the initiative in creating teamwork and cooperation among the officers group.
- ___ 23. Represent the group in any conflicts with members of the College staff.
- ___ 24. Be familiar with College facilities, services and procedures which affect group activities.
- ___ 25. Recommend programs, speakers, etc.
- ___ 26. Take an active part in the orderly transition of responsibilities between old and new officers at the end/start of the year.
- ___ 27. Cancel any activities when he/she believes they have been inadequately planned.

Please add any other expectations you have for the advisor's role: