

Advisor Expectations and Roles Checklist

Listed below are potential advisor expectations and roles which should be negotiated between student leaders and the advisor. Individuals should complete this on their own and then collaborate to establish a shared “level of agreement” which will serve as the blueprint for establishing mutual expectations, roles and responsibilities.

“The advisor should.....”

Expectations	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
Attend organization meetings and events, as able					
Serve as the signing authority					
Monitor organization budget					
Meet with President regularly					
Call meetings of the Exec Board as necessary					
Influence organization leaders					
Create meeting agendas					
Assist in the creation of goals for the organization					

“In performing the role of advisor the advisor should...”

Potential Roles of Advisor	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
Be a counselor					
Be a sounding board					
Support change within the organization					
Be knowledgeable of university event policies					
Speak during discussions/meetings					
Remain quiet during discussions/meetings					
Provide continuity between years					
Be a doer/developer/planner of programs					
Be an educator/trainer of leadership and organizational skills					
Maintain organizational records					
Mediate interpersonal conflicts of the group					
Be a financial supervisor					
Be responsible for election of officers					
Orient new officers to the roles/responsibilities					
Recruit new members					
Assess leaders and programs					
Have a vote and/or veto decisions					
Receive copies of minutes, emails, etc					