

# advisors.

Adapted from Bowling Green University - Office of Campus Involvement

**Questions?**  
Visit the Student  
Activities Office  
(Union 320) or call  
940.565.3807

## Checklist

This form is designed to help advisors and officers determine the role of advisors in student organizations. **Directions:** The advisor and each officer should respond to the following items, then meet to compare answers and discuss any differences. For any 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 statement, respond according to the following scale:

- |  |                                     |
|--|-------------------------------------|
| A. Essential for the advisor           | D. Would prefer they not do         |
| B. Helpful for the advisor to do       | E. Absolutely not an advisor's role |
| C. Nice, but they do not have to do it |                                     |

### THE ADVISOR IS EXPECTED TO:

- \_\_\_ 1. Attend all general meetings.
- \_\_\_ 2. Attend all executive committee meetings.
- \_\_\_ 3. Attend all other organizational activities.
- \_\_\_ 4. Explain University policy when relevant to the discussion.
- \_\_\_ 5. Help the president prepare the agenda before each meeting.
- \_\_\_ 6. Serve as a parliamentarian for the group.
- \_\_\_ 7. Speak up during discussions with relevant information or when the group is likely to make a poor decision.
- \_\_\_ 8. Speak up during discussions with relevant information.
- \_\_\_ 9. Be quiet during general meetings unless called upon.
- \_\_\_ 10. Assist organization by signing forms that require your signature.
- \_\_\_ 11. Attend advisor workshops sponsored by the Student Activities Office.
- \_\_\_ 12. Take an active part in the formulation of the groups goals.
- \_\_\_ 13. Initiate ideas for discussion when he/she believes they will help the group.
- \_\_\_ 14. Be one of the group except for voting and holding office.
- \_\_\_ 15. Require the treasurer to clear all expenditures with you before making financial commitment.
- \_\_\_ 16. Request to see the treasurer's books at the end of each semester.
- \_\_\_ 17. Have regular one-on-ones with president.
- \_\_\_ 18. Attend organization's social events.
- \_\_\_ 19. Check the secretary's minutes before they are distributed.
- \_\_\_ 20. Receive a copy of all official correspondence.
- \_\_\_ 21. Store all group paraphernalia during the summer and between changeover of officers.
- \_\_\_ 22. Keep the official files in his/her office.
- \_\_\_ 23. Inform the group of infractions of its bylaws, and standing rules.
- \_\_\_ 24. Keep the group aware of its stated objectives when planning events.
- \_\_\_ 25. Mediate interpersonal conflicts that arise.
- \_\_\_ 26. Be responsible for planning a leadership skill workshop.
- \_\_\_ 27. State perceptions of his/her role as advisor at the beginning of the year.
- \_\_\_ 28. Let the group work out its problems, including making mistakes and "doing it the hard way"
- \_\_\_ 29. Insist on an evaluation of each activity by those students responsible for planning it.
- \_\_\_ 30. Take the initiative in creating teamwork and cooperation among officers.
- \_\_\_ 31. Let the group thrive or decline on its merits; do not interfere unless requested to do so.
- \_\_\_ 32. Represent the group in any conflicts with members of the University staff.
- \_\_\_ 33. Be familiar with University facilities, services, and procedures.
- \_\_\_ 34. Recommend programs, speakers, etc.
- \_\_\_ 35. Plan organization retreats.