

# Advisor Role/Responsibilities Clarification Worksheet

The role of an advisor varies, but it is always an important one. The scope and frequency of an organization's activities, the effectiveness of its officers, the time commitments of the advisor, and several other factors determine the level of involvement the advisor will have with the organization. An advisor should be committed to the group's success, and may need to sometimes go above and beyond the call of duty. An advisor should never be resigned to only serve as a signatory on forms.

Considering their expertise and experience, advisors can often supply significant insights to group matters such as goal setting, programming, conflict resolution, and group growth/development. It is often the advisor who can aid in maintaining an organization by providing continuity and by serving as an information source. In short, a good advisor can help nurture an organization's success.

The pattern of teamwork between and advisor and the organization must be specifically tailored to the personalities and needs of both parties. Some guidance is necessary in developing such a relationship. Listed below are some expectations, which can be negotiated between student organization leaders and their advisor. This form is designed to help advisors and officers arrive at a clear and mutually agreed upon advisor role.

Directions: The advisor and each officer should respond to the following items, then meet to compare answers and discuss any differences. For any items that are determined not to be the responsibility of the advisor, it would be valuable to clarify which officer will assume that task. For each statement, respond according to the following scale:

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

The advisor should:

- Attend all general meetings.
- Attend all executive board meetings.
- Attend all other organizational activities and events.
- Call emergency meetings of the executive board when deemed necessary.
- Have regular one-on-ones with the president.
- Explain University policies and procedures when relevant to the discussion.
- Help the president/executive board prepare an agenda before each meeting.
- Speak up during discussion when the group may make a poor decision.
- Be quiet during the general meetings unless called upon.
- Take an active part in the formulation of the organization's goals.

- \_\_\_ Initiate ideas for discussion when it will be helpful to the organization.
- \_\_\_ Be an active member of the organization; except for voting and holding office.
- \_\_\_ Require the treasurer to clear all expenditures with you before making financial commitments.
- \_\_\_ Check the secretary's minutes before they are distributed.
- \_\_\_ Receive a copy of all official correspondence including e-mails.
- \_\_\_ Store all group paraphernalia during the summer and between officer transitions.
- \_\_\_ Keep the official files of the organization.
- \_\_\_ Inform the group of infractions of their bylaws, codes, and other standing rules.
- \_\_\_ Keep the group aware of its stated objectives when planning events.
- \_\_\_ Mediate interpersonal conflicts that arise.
- \_\_\_ Be responsible for planning leadership skills workshops.
- \_\_\_ Let the group work out its problems, including making mistakes and doing it the hard way.
- \_\_\_ Insist on an evaluation of each activity by those students responsible for planning it.
- \_\_\_ Take the initiative in developing teamwork and cooperation among the officers.
- \_\_\_ Let the group thrive or decline on its merits; do not interfere unless requested to do so.
- \_\_\_ Represent the group in any conflicts with members of the University faculty/staff.
- \_\_\_ Take an active part in the orderly transition of responsibilities between old and new officers.
- \_\_\_ Recommend programs, speakers, activities, etc.
- \_\_\_ Be familiar with University facilities, services, and procedures.
- \_\_\_ Take an active part in the orderly transition of responsibilities between old and news officers at the end of the year.

# Advisor Role/Responsibilities

(please attach a list of Advisor responsibilities)

Name of Student Organization: \_\_\_\_\_

Advisor	_____	_____
	Name	Signature
Officer	_____	_____
	Name	Signature
Officer	_____	_____
	Name	Signature
Officer	_____	_____
	Name	Signature
Officer	_____	_____
	Name	Signature
Officer	_____	_____
	Name	Signature

By signing this agreement, the advisor and officers of the student organization agree to have a positive working relationship and meet stated expectations agreed upon above. In addition, the advisor and officers agree that they will communicate to one another if expectations are not being met or need to be revised throughout the academic year.