

# Advisor's Self-Evaluation Checklist

Please answer the following questions as they relate to your role as an organization advisor:

<i>Yes</i>	<i>No</i>	<i>Item</i>
___	___	I actively provide motivation and encouragement to members.
___	___	I know the goals of the organization.
___	___	I know the group's members.
___	___	I attend regularly scheduled executive board meetings.
___	___	I attend regularly scheduled organizational meetings.
___	___	I meet regularly with the officers of the organization.
___	___	I attend the organization's events.
___	___	I assist with the orientation and training of new officers.
___	___	I help provide continuity for the organization.
___	___	I confront the negative behavior of members.
___	___	I understand principles of group development.
___	___	I understand how students grow and learn.
___	___	I understand the principles that lead to orderly meetings.
___	___	I have read the group's constitution and by-laws.
___	___	I recommend and encourage without imposing my ideas and preferences.
___	___	I monitor the organization's financial records.
___	___	I understand the principles of good fundraising.
___	___	I understand how issues of diversity affect the organization.
___	___	I know and understand the policies and procedures of Adelphi University as they pertain to student organizations (budgets, event planning, etc.).
___	___	I know the steps to follow in developing an event.
___	___	I can identify what members have learned by participating in the organization.
___	___	I understand the Adelphi University Anti-hazing policy.
___	___	I know where to find assistance when I encounter problems I can't solve.