

# The Role of Advisor Checklist

This form is designed to help advisors and student officers determine a clear role for advisors in matters pertaining to 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.

1. Essential for the advisor
2. Helpful for the advisor to do
3. Nice, but they don't have to

4. Would prefer not to do
5. Absolutely not an advisor's role

1. Attend all general meetings \_\_\_\_\_
2. Attend all executive committee meetings \_\_\_\_\_
3. Attend all other organizational activities \_\_\_\_\_
4. Explain College policy when relevant to the discussion
5. Help the president prepare the agenda before each meeting \_\_\_\_\_
6. Serve as a parliamentarian of the group \_\_\_\_\_
7. Speak up during discussion \_\_\_\_\_
8. Be quiet during general meetings unless called upon \_\_\_\_\_
9. Assist organization by signing forms only \_\_\_\_\_
10. Attend advisor training if offered by McKendree College \_\_\_\_\_
11. Speak up during discussion when he/she has relevant information or feels the group is making a poor decision \_\_\_\_\_
12. Take an active part in formulation of the creation of group goals \_\_\_\_\_
13. Indicate 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. Request to see the treasurers books at the end of each semester \_\_\_\_\_
16. Check the secretaries minutes before they are distributed \_\_\_\_\_
17. Receive copies of official correspondence \_\_\_\_\_
19. Store all group paraphernalia during the summer and between changeover of officers \_\_\_\_\_
20. Keep official file in his/her office \_\_\_\_\_
21. Inform the group of infraction of its bylaws, codes and standing rules \_\_\_\_\_
22. Keep the group aware of its stated objectives when planning events \_\_\_\_\_
23. Mediate interpersonal conflicts that arise \_\_\_\_\_
24. Be responsible for planning a leadership skill workshop \_\_\_\_\_
25. State perceptions of his/her role as advisor at the beginning of the year \_\_\_\_\_
26. Let the group work out its problems, including making mistakes \_\_\_\_\_
27. Insist on an evaluation of each activity \_\_\_\_\_
28. Take the initiative in creating teamwork and cooperation among officers \_\_\_\_\_
29. Let the group thrive or decline on its merits; do not interfere unless requested to do so \_\_\_\_\_
30. Represent the group in any conflicts with members of the College staff \_\_\_\_\_
31. Be familiar with College facilities, services, and procedures for group activities \_\_\_\_\_
32. Recommend programs and speakers \_\_\_\_\_
33. Take an active part in the orderly transition of responsibilities between old and new officers \_\_\_\_\_
34. Cancel any activity when he/she believes it has been inadequately planned \_\_\_\_\_

\* Adapted from Ball State University