

Advisor Expectations and Role 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 all general meetings					
Attend all executive board meetings					
Attend all organization events					
Meet with the president regularly					
Call meetings of the executive board when believed necessary					
Meet with the executive board before each meeting					
Exert influence with organization leaders between meetings					
Assist in the creation of meeting agendas					
Assist in the creation of goals for the organization					

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

Potential Roles of the Advisor	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
Be a counselor					
Be a sounding board					
Be a change agent in the organization					
Be knowledgeable of university and event policies/procedures					
Speak-up during discussions/meetings when appropriate					
Remain quiet during discussions/meetings unless called upon					
Provide continuity between years					
Be a doer/developer/planner of new programs					
Be an educator/trainer of leadership and organizational skills					
Maintain organizational records					
Mediate inter-personal conflicts of the group					
Be a financial supervisor					
Be responsible for election of organization officers					
Orient new officers to their roles/responsibilities					
Recruit new members to organization					
Evaluate leaders					
Evaluate programs					
Take initiative in developing teamwork among the officers					
Have a vote and/or veto organization decisions					
Receive copies of meeting minutes, e-mails, etc.					

modified from the resources of Eastern Oregon University, University of Florida, and Butler University