



## Advisor's Agreement Worksheet

This worksheet can be a means of communicating expectations of the organization-advisor relationship. Both the advisor and officers of your organization should review each item. Organization members check off what you expect from the advisor in the "Org" column. Organization advisor(s) should check off those items he/she feels are appropriate for him/her to fulfill in the "Adv" column. From this, both parties can come to agreement.

The Advisor agrees to...	Org	Adv	Agr
Attend all general meetings of the organization			
Attend all officer meetings			
Call meetings of the officers when deemed necessary			
Explain University policies where appropriate			
Explain University policy to the membership once a year			
Help the president prepare the agenda before each meeting			
Serve as parliamentarian to the group			
Speak up during discussion when you feel the group is about to make a poor decision			
Be quiet during general meetings unless called upon			
Provide resources and ideas to the group			
Take an active part in formulating goals for the group			
Act as a member of the group, except in voting and holding office			
Receive a copy of all correspondence			
Request the treasurer's books at the end of each semester			
Keep the official files in her/his office			
Let the group work out its problems, including making mistakes			
Request a written evaluation at the end of each semester			
Cancel any activities that you believe have been inadequately planned			
Approve all candidates for office in terms of scholastic standing; periodically check their GPAs			
Take an active part in officer transition and training			
Represent the group in any conflict with members of the University staff			
Mediate conflicts as they arise			
Veto a decision when it violates a by-law or constitution			
Keep the group aware of its stated goals, purpose and objectives			