



ROLE OF THE ADVISOR

Directions: This checklist is designed to help advisors and student officers arrive at a clear and mutually agreed upon role for the advisor. The advisor and each executive officer should respond to the following items and meet to compare answers and “iron out” any differences. For items, which are determined not to be the advisor’s responsibility, it would be valuable to clarify which officer will assume that responsibility.

For each of the following statements, respond on a scale of 1 - 4 how important this function is:

- 1 - Essential for the advisor to do
- 2 - Nice, but not essential
- 3 - Not an advisor’s role
- 4 - Does not apply to our organization

- ___ Attend general meetings and executive committee meetings.
- ___ Remind officers/members of deadlines and calendar events.
- ___ Be available to meet with the President/Chair before each meeting.
- ___ Speak up during discussion if you have relevant information, but otherwise let the students run meetings.
- ___ Behave as an active member of the organization – showing interest in activities, dedication to organization, volunteer for appropriate tasks, etc. (except for voting and holding office).
- ___ Provide alternative thoughts or contributions to help students see both sides of an issue.
- ___ Attend organization activities, on and off campus. Be cautious of the social events that you attend, especially if you are a younger advisor. You do not want to put yourself in an awkward situation where underage drinking might be happening.
- ___ Request to see the treasurer's books at the end of each semester, and assist when needed with financial matters (including but not limited to taxes, which the Center for Student Involvement can assist with).
- ___ Check major correspondence before it is sent.
- ___ Provide continuity by acting as a custodian of organization paraphernalia, records, etc., during the summer and during officer transitions.
- ___ Keep the official files and copies of official correspondence in your office, if needed.
- ___ Inform the organization of infractions of its bylaws, codes, and standing rules.
- ___ Keep the organization aware of its stated objectives when planning events.
- ___ Mediate interpersonal conflicts that arise, or refer students to the Center for Student Involvement, Room 363 Union, 229-5780.
- ___ Inform the organization of leadership opportunities in which members can participate.
- ___ State advisor responsibilities to the organization at the beginning of each year.
- ___ Let the group work out problems, including making mistakes and “doing it the hard way.”
- ___ Encourage an evaluation of each activity by those students responsible for planning it and all organizational members.

- _____ Encourage teamwork and cooperation among the officers of the organization.
- _____ Be familiar with University facilities, services, and procedures that affect organization activities.
- _____ Positively represent and recognize the organization in your university capacity, if applicable.
- _____ Recommend programs, speakers, etc.

[Adapted from: Dunkel, N. W. & Schuh, J.H. (1998). Advising Student Groups and Organizations. San Francisco: Jossey-Bass Publishers.]