Advisor/Organization Expectations Worksheet

Listed below are some expectations student leaders have of their advisors. This form is designed to help advisors and student leaders arrive at a clear and mutually agreed upon role of the advisor in organizational affairs.

DIRECTIONS: The advisor and each officer should respond to the following items, then meet to compare and "iron out" any differences. For some 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 of the following statements, respond on a scale of 1 – 5 on how important this function is:

5 – Essential for the advisor to do
4 – Helpful for the advisor to do
3 – Nice but they do not have to
2 – Would prefer they not do
1 – Absolutely not the advisor’s role

THE ADVISOR IS EXPECTED TO...

_____ 1. Attend all general organizational meetings
_____ 2. Attend all executive committee meetings
_____ 3. Call meetings of the executive committee when he/she believes it necessary
_____ 4. Explain UW Colleges policy when relevant to the discussion
_____ 5. Explain UW Colleges policy to the entire membership at a general meeting once a year
_____ 6. Have scheduled one-on-one meetings with officers
_____ 7. Help prepare agendas
_____ 8. Speak up during discussion when he/she has relevant information
_____ 9. Speak up during discussion when he/she believes the group is likely to make a poor decision
10. Be quiet during meetings unless called upon.

11. Give opinions and discuss club business with officers between meetings.

12. Take an active part in formulating the goals of the group.

13. Initiate ideas for discussion when he/she believes they will help the group.

14. Be one of the group except holding office and voting

15. Attend all group activities.

16. Require the treasurer to clear all expenditures with him/her before financial commitments.

17. Request to see the treasurer’s books at any time.

18. Get a carbon copy of all official correspondence

19. Be custodian of all organizational paraphernalia, records, etc. during the summer and between change-over of officers.

20. Keep the group aware of its objectives/goals/mission when planning events.

21. Veto a decision when it violates a stated objective, bylaws, codes, or standing rules of UW Colleges policy.

22. Mediate interpersonal conflicts that arise.

23. Be responsible for planning leadership skills/event planning workshops.

24. State what his/her advisor responsibilities are or as he/she sees them.

25. Let the group work out its problems, including making mistakes and “doing it the hard way”.

26. Insist on and/or lead evaluation and reflection of activities.

27. Take the initiative in creating teamwork and cooperation between members.

28. Recommend programs, events, etc.

29. Cancel any activity when he/she believes it has been inadequately planned.

30. Take an active part in the orderly transition or responsibilities between old and new officers at the end of the year.

PLEASE ADD ANY OTHER IDEAS YOU HAVE ON THE ADVISOR’S ROLE: