

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: