Defining Advisor Expectations

BEFORE PROPOSING EVENT:

Using the list below, the advisor and the student leaders will separately rate each expectation. Once the forms have been completed, the advisor and student leaders will meet to decide and agree on the expectations that will assist the advisor in fulfilling his/her roles.

1 Not An Expectation 2 Low Expectation 3 Neutral 4 Moderate Expectation 5 High Expectation

_____ Attend all general meetings
_____ Attend all executive meetings
_____ Call meeting with the executive committee when believed to be necessary
_____ Explain University policy when relevant to the discussion
_____ Explain University policy to the entire group at least once a year
_____ Depend on the officers to observe the University policy throughout their term
_____ Help the student leaders prepare an agenda before each meeting
_____ Speak up during discussion when the advisor thinks the group may make a poor decision
_____ Exert influence with officers between meetings
_____ Take an active part in formulating the goals of the group
_____ Initiate ideas for discussion when the advisor believes they will be helpful to the group
_____ Be one of the group, except for voting and holding office
_____ Attend all group activities, meetings, events, etc.
_____ Request to see the treasurer’s books at the end of each semester
_____ Check all the secretary’s minutes before they are written in a formal manner
_____ Check all official correspondence before it is sent
_____ Get a copy of all official correspondence
_____ Keep the official files of the organization
_____ Inform the group of the group infractions of their bylaws, codes, and standing rules
_____ Make the group aware of its stated objectives when planning events
_____ Veto a decision when it violates a stated objective, the bylaws, or University policy
_____ Mediate interpersonal conflicts that may arise
_____ Let the group work out its problems; allow for mistake and "doing it the hard way"
_____ Insist on an evaluation of each activity by those students responsible for planning it
_____ Take the initiative in developing teamwork and cooperation among officers
_____ Let the group thrive or decline on its own; do not interfere unless requested
_____ Represent the group in any conflicts with members of the University Staff
_____ Be familiar with University resources and procedures that affect group activities
_____ Recommend programs, speakers, etc.
_____ Take an active part in the officer transitions of responsibilities