

# DEFINING ADVISOR EXPECTATIONS WORKSHEET

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