

RSO Advisor Manual

Appendix II: Student Leader/Advisor Worksheet

Directions: This worksheet is to assist in identifying expectations of Advisors and student leaders. The Advisor and each officer should respond to the following items and then meet to share and compare answers and discuss differences. For each statement, respond on a scale of 1-5 how important the function is:

- 1 = Essential for Advisor to do
- 2 = Helpful for Advisor to do
- 3 = Nice, but not necessary for Advisor to do
- 4 = Would prefer Advisor not to do
- 5 = Absolutely not an Advisor's role

The Advisor is expected to ...

- _____ 1. Attend all organization activities
- _____ 2. Be accessible during meetings but allow them to be led by students
- _____ 3. Attend all executive meetings
- _____ 4. Call meetings of the executive board when he/she believes necessary
- _____ 5. Be familiar with university facilities and services and explain university policy to officers prior to meetings and when relevant to the meeting discussion
- _____ 6. Meet with President each week
- _____ 7. Help executive board prepare the agenda before each meeting
- _____ 8. When having a discussion, share any relevant information
- _____ 9. Speak up during discussion when Advisor believes the organization is likely to make a decision that is not in the best interest of the organization
- _____ 10. Be available to officers between meetings
- _____ 11. Initiate ideas for discussion he/she believes will help the organization
- _____ 12. Take an active part in formulating the goals of the organization
- _____ 13. Be one of the members of the organization except for voting and holding office
- _____ 14. Require the Treasurer to clear all expenditures with Advisor before financial commitments are made
- _____ 15. Review the Treasurer's books at the end of each semester
- _____ 16. Review all official correspondence before it is sent
- _____ 17. Be given a copy of all official correspondence
- _____ 18. Keep the official files in Advisor's office
- _____ 19. Remind organization of their objectives/goals in planning events
- _____ 20. Veto decisions when it violates a stated objective, the constitution, bylaws, codes, standing rules, or university policy
- _____ 21. Mediate interpersonal conflicts that arise
- _____ 22. State what the Advisor responsibilities are, or as she/he sees them, at the first meeting of the year

- _____ 23. Let the organization work out its own problems, including making mistakes and “doing it the hard way.”
- _____ 24. Insist on the evaluation of each activity by those officers responsible for planning
- _____ 25. Take initiative in creating teamwork and cooperation among officers
- _____ 26. Let the organization thrive or decline on its merits; do not interfere unless requested to do so
- _____ 27. Represent the organization in any conflicts with members of the university staff
- _____ 28. Be familiar with university facilities, services and procedures that affect organization activities
- _____ 29. Recommend programs, speakers, etc
- _____ 30. Take an active part in the orderly transition of responsibilities between old and new officers and maintain records, history, and items during transition/summer
- _____ 31. Approve all candidates for office in terms of scholastic standing (GPA) and check periodically to ensure that officers are maintaining the required grade point average
- _____ 32. Cancel any activities when she/he believes they have been inadequately planned

Resource provided by Jon Kapell, Associate Director of Campus Activities, Drexell University to the ACPA Commission for Student Involvement (2005) *Advisor Manual*. Retrieved from Advisor Manual website: <http://www.myacpa.org/comm/student/documents/acpaadvisormanual.pdf>