

## ***Advisor/Student Leader Role Review Exercise***

Advisors should initiate a meeting with their newly elected officers in order to openly discuss and agree upon the roles each person will fulfill with in the organization. Advisors and students may use this exercise to clarify expectations and to determine the sharing of responsibilities.

(This exercise is based on “Volunteer/Staff Role Review” by Michael Marx, Ph.D.)

### ***RECRUITMENT AND RETENTION OF MEMBERS***

#### **Whose job is it to:**

#### **Circle One:**

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|----|--|---------|---------|------|
| 1. | Collect a list of potential members and contact them<br>Regarding meetings and activities?                           | Advisor | Student | Both |
| 2. | Promote the organization through informational sessions,<br>The student newspaper, and letters to potential members? | Advisor | Student | Both |
| 3. | See that additional members are recruited to carry out<br>organizational programs and activities?                    | Advisor | Student | Both |
| 4. | Properly orient new members to the organization?   | Advisor | Student | Both |
| 5. | Train new members as they take on leadership roles<br>within the organization?                                       | Advisor | Student | Both |

### ***MEETING PREPARATION***

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|----|--|---------|---------|------|
| 1. | Select the date, time, and place for the meeting?  | Advisor | Student | Both |
| 2. | Handle arrangements for the meeting, such as room<br>set-up, refreshments, and necessary materials or equipment? | Advisor | Student | Both |
| 3. | Prepare the agenda for the meeting?  | Advisor | Student | Both |
| 4. | Send out a meeting reminder and a copy of the agenda?  | Advisor | Student | Both |
| 5. | Invite other members of the campus or community?   | Advisor | Student | Both |
| 6. | Make arrangements for any special presentations (videos,<br>Speeches, etc.)?                                     | Advisor | Student | Both |
| 7. | Provide the background information or a situational analysis<br>on a particular decision or agenda item?         | Advisor | Student | Both |

### ***CONDUCTING MEETINGS***

- |    |  |         |         |      |
|----|--|---------|---------|------|
| 1. | Provide the organization’s policy perspective or position<br>on certain issues during the meeting? | Advisor | Student | Both |
| 2. | Provide the University’s policy position on certain issues?  | Advisor | Student | Both |
| 3. | Delegate responsibilities and tasks to members?  | Advisor | Student | Both |
| 4. | Conduct the meeting and maintain order during discussion?  | Advisor | Student | Both |

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|----|--|---------|---------|------|
| 5. | Reveal facts, share past experiences, or point out alternative approaches when members are making decisions? | Advisor | Student | Both |
| 6. | Take minutes and see that they are typed and distributed?  | Advisor | Student | Both |
| 7. | Generate new ideas for ongoing or new programs?  | Advisor | Student | Both |
| 8. | Settle disagreements between members during the meeting?   | Advisor | Student | Both |

***FOLLOW-UP TO MEETINGS***

- |    |  |         |         |      |
|----|--|---------|---------|------|
| 1  | Mail out the minutes to members along with any additional reference materials? | Advisor | Student | Both |
| 2. | Write and send thank-you letters?  | Advisor | Student | Both |
| 3. | Follow-up with committee chairs and event organizers?                          | Advisor | Student | Both |
| 4. | Handle the routine business of carrying out program plans?                     | Advisor | Student | Both |

***PROBLEM SOLVING***

- |    |   |         |         |      |
|----|---|---------|---------|------|
| 1. | Confront members not fulfilling delegated responsibility?   | Advisor | Student | Both |
| 2. | Solve problems or conflicts involving members?  | Advisor | Student | Both |
| 3. | Solve problems or conflicts involving staff?  | Advisor | Student | Both |
| 4. | Answer questions and clarify procedures for members?  | Advisor | Student | Both |
| 5. | Answer difficult questions or address criticisms about organizational activities and decisions about the community? | Advisor | Student | Both |
| 6. | Release sensitive information to the media?   | Advisor | Student | Both |
| 7. | Make budgetary decisions?   | Advisor | Student | Both |