Student Organization/Advisor Expectation Checklist

Each year student organization officers and the advisor should set up a time to meet to discuss the advisor’s role within the student organization. This checklist can be used as a way to start the conversation.

Directions: The student organization officers and the advisor should go through the list prior to the meeting time and use the ranking system to determine what they believe the role of the advisor should be within the student organization. At the meeting, the officers and advisor should go through the list to compare answers and have a discussion about any differences and come to a mutual agreement. For any statement that is not the advisor’s role, it is important to discuss who is responsible.

1 = Essential for the advisor to do
2 = Helpful for the advisor to do
3 = Would be helpful for the advisor to do, but not required
4 = Would prefer the advisor not to do
5 = Not the role of the advisor

1. Attend all general body meetings ______
2. Attend all executive committee meetings ______
3. Meet with the President on a regular basis ______
4. Attend all organization events/activities ______
5. Help the executive board prepare for meetings ______
6. Assist with student organization finances ______
7. Request regular reports on funds spent ______
8. Check student organization meeting minutes prior to distribution ______
9. Assist the organization with annual goal setting and planning ______
10. Keep records for the student organization ______
11. Be one of the organization members except for voting and holding office ______
12. Inform the organization on University and student organization policy ______
13. Inform the organization of violations of its constitution, bylaws, and other governing documents ______
14. Cancel any student organization activity if he/she believes it has not been adequately planned ______
15. Remind the organization of the mission and purpose as needed ______
16. Mediate interpersonal conflicts within the student organization ______
17. Step in when the organization isn’t going in the right direction ______
18. Represent the organization during any conflicts with the campus or community ______
19. Be included on all organization communication ______
20. Speak up during meetings and through other organization communication ______
21. Provide personal opinion on organizational matter ______
22. Provide recommendations for future programs, events, etc. ______
23. Set requirements/standards for the organization ______
24. Plan and/or find leadership opportunities for members ______