Student Leader/Advisor Worksheet

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

AND, designate the expectation to “A” for advisor, “S” for student, or “B” for both.

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 GPA. 
32. _______  Cancel any activities when she/he believes they have been inadequately planned. 
33. _______  Explain University policies and procedures to the entire group once a year. 
34. _______  Depend on officers to observe the University policies and procedures throughout their terms. 
35. _______  Serve as parliamentarian for the group.
36. _______  Be quiet during the general meetings unless called upon. 
37. _______  Exert influence with officers between meetings. 
38. _______  Assist in the negotiation of financial commitment and/or contractual agreements entered into by the student organization. 
39. _______  Refer the student organization the Office of Student Engagement for assistance in financial matters. 
40. _______  Assist in the areas of budget development, major expenditures, and financial record keeping. 
41. _______  Check the secretary’s minutes before they are finalized. 
42. _______  Sign contracts for programs presented by the student organization. 
43. _______  Make the group aware of its stated purpose and objectives of the organization. 
44. _______  Treat individuals as mature individuals who have dignity and worth. 
45. _______  Be responsible for planning leadership skills workshops. 
46. _______  Encourage students to take advantage of opportunities to enhance their leadership skills. 
47. _______  Exercise the right to disagree with student organization decisions. 
48. _______  Exercise the right to have a private life away from the student organization. 
49. _______  Exercise the right to be listened to by others. 
50. _______  Exercise the right to choose their level of involvement in student organizations. 
51. _______  Exercise the right to voice their disagreements with the decisions of the advisor.

Adapted from University of Nebraska, Advisor Handbook, 6/2011