An Advisor’s Role
An Exercise in Communication and Expectations

Sometimes students and advisors have different ideas and expectations of what role the advisor plays in a student organization. This exercise is designed to begin the discussion of the advisor’s role and involvement in the club.

Directions:
1. Print out two copies of the worksheet. Give one copy to the club officers and one copy to the advisor.
2. Read each statement carefully.
3. The club officers should rate each statement from 1 to 5 with 5 being a vital part of the advisor’s role and 1 being something that is not at all a part of the advisor’s role. The advisor should do the same on her/his form.
4. After both parties have finished the exercise, they should compare the similarities and differences, and have a discussion around those items.
5. After discussing all of the items, the officers and advisor can then discuss how the advisor can best fulfill the expectations.

Attendance
_____ Attend all regular meetings
_____ Attend all officer meetings
_____ Attend club’s campus-wide activities
_____ Attend club only activities

Meeting Involvement
_____ Assist in preparing the agenda
_____ Ability to call emergency meetings of the officers
_____ During meetings, inform officers and members about possible violations of university policy
_____ During meetings, inform officers and members about violations to club constitution and bylaws
_____ Provide personal viewpoint during discussions and meetings
_____ Be quiet at meetings unless asked for input
_____ Review minutes before they are distributed
Goal Setting Process

_____ Participate in goal setting process
_____ Provide feedback to officers on progress toward goals
_____ Require committees to follow up with advisor on progress toward goals

Club Development

_____ Coordinate workshops based on topics chosen by the officers
_____ Research and present leadership development opportunities available on campus
_____ Explain university policies and procedures to the membership
_____ Cancel events when advisor believes they are poorly planned
_____ Instill teamwork, cooperation, and collaboration within the club officers and membership
_____ Engage in conflict mediation when conflict arises among officers or membership
_____ Provide ongoing feedback to organization leadership

Representation

_____ Speak on behalf of the club to the campus community
_____ Speak on behalf of the club to the general public
_____ Assist with mediating conflicts with the university administration, other clubs, or other entities

Elections/Appointments

_____ Attend all elections
_____ Provide club officers feedback on each candidate
_____ Count all ballots with non-candidate students
_____ Suggest candidates for appointed positions

Additional Responsibilities

_____ Receive copies of all official correspondence
_____ Review and proof all official correspondence before being distributed
_____ Monitor all financial transactions for the organization
_____ Meet weekly with the organization president
_____ Know all members of the organization by name
_____ Develop the budget for the organization