

## **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 this 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 viewpoints 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 in 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