

Advisor Expectations Worksheet

The role of an advisor greatly varies, but it is always an important one. An advisor should be committed to the student organization’s success and may sometimes need to go above and beyond the call of duty. Considering their expertise and experience, advisors can often supply significant knowledge on goal setting, event planning, conflict resolution, and overall group development. The purpose of this contract is for the advisor and student leaders to help determine what role the advisor will play within the student organization.

Directions: The advisor and student leader(s) should complete the questionnaire separately, and then meet to discuss their answers. For any items that are determined not to be the responsibility of the advisor, it would be valuable to clarify which officer will assume that task.

For each statement, respond according to the following scale: 1 = Essential for the advisor. 2 = Helpful for the advisor to do. 3= Nice, but the advisor does not have to do it. 4= Would prefer the advisor not do. 5 = Absolutely not an advisor’s role.

Name of Student Organization: _____

Advisor _____
 Name Signature

Officers _____
 Name Signature

Date of Completion: _____

By signing this agreement, the advisor and officers of the student organization agree to have a positive working relationship and meet stated expectations agreed upon above. In addition, the advisor and officers agree that they will communicate to one another if expectations are not being met or need to be revised throughout the academic year.

Student Org Name:	Score:
Attend all general meetings of the organization	
Attend all executive committee meetings	
Meet with president before each meeting	
Help the president prepare for each meeting	
Exert influence with officers between meetings	
Take an active part in formulating goals of the group	
Attend all group activities, meetings, events	
Be a custodian of all group materials, supplies, etc. during summer and between officer transitions	
Call meetings of the officers when believed to be necessary	
Explain University policies where appropriate	
Explain University policies to the membership once per year	
Speak up during discussion when the group is about to make poor decision	
Be quiet during general meetings unless called upon	
Provide resources and ideas to the group	
Act as member of the group, except in voting and holding office	
Take the initiative in developing teamwork and cooperation among officers	
Receive a copy of all correspondence	
Request a financial update at the end of every semester	
Keep the official files of the organization	
Let the group work out its problems, including making mistakes	
Request a written report of the group's activity at the end of each year	
Cancel any activities when you believe they have been inadequately planned, will violate University rules, or are unsafe	
Take active part in officer transition & training	
Represent the group in any conflict with members of university staff	
Understand how issues of diversity affect the organization	
Mediate conflicts as they arise	
Keep group aware of its stated goals, purpose, and objectives	
Take an active part in orderly transitions of responsibilities between old and new officers at end of year	
Require an evaluation of each activity by those student responsible for planning it	
Let the group thrive or decline on its own; do not interfere unless requested	
Be responsible for planning leadership skills workshops	

Adapted from University of North Carolina-Charlotte and University of Miami