

**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 advisors role and involvement in the student organization.

Directions:

1. Print out two copies of the exercise. Give one copy to the organization officers and one copy to the advisor.
2. Read each statement carefully.
3. The officers should check off the box which best represents their views on the statement involving the advisor's role. The advisor should do the same on his or her 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 create a job description for the advisor based on the similarities they have discovered.

Questions	Agree	Disagree	Not Sure
ATTENDANCE			
Attend all regular meetings			
Attend all officers meetings			
Attend organization's campus-wide activities			
Attend organization's off-campus activities			
Attend organization only activities			
Attend controversial events			
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 Policies.			
During meetings, inform officers and members about possible violations to club constitution and bylaws.			
Provide personal viewpoint during discussions at 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 towards goals.			

Questions	Agree	Disagree	Not Sure
ORGANIZATION 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 officers and membership			
Engage in conflict mediation when conflict arises among officers or membership			
REPRESENTATION			
Speak on behalf of the organization to the campus community			
Speak on behalf of the organization to the general public			
Assist with mediating conflicts with the University administration, other organizations, or other entities			
ELECTIONS			
Attend all elections			
Provide officers feedback on each candidate			
Count all ballots with non-candidate student			
ADDITIONAL RESPONSIBILITIES			
Receive copies of all official correspondence			
Review and proof all official correspondence before being distributed			
Other _____			
Other _____			