Advisor Checklist

Listed below are some expectations which can be negotiated between student leaders and their advisor. This form is designed to help advisors and officers arrive at a clear and mutually agreed upon advisor role. For items that are determined not to be the responsibility of the advisor, it is important to establish whose responsibility it will be.

___ Attend all general meetings
___ Attend all executive meetings
___ Call meeting with the executive committee when believed to be necessary
___ Explain University policy when relevant to the discussion
___ Explain University policy to the entire group at least once a year
___ Depend on the officers to observe the University policy throughout their term
___ Meet with the chief student leaders before each meeting
___ Help the chief student leader or other officers prepare an agenda before each meeting
___ Speak up during discussion when the advisor thinks the group may make a poor decision
___ Be quiet during the general meeting unless called upon
___ Exert influence with officers between meetings
___ Take an active part in formulating the goals of the group
___ Initiate ideas for discussion when the advisor believes they will be helpful to the group
___ Be one of the group, except for voting and holding office
___ Attend all group activities, meetings, events, etc.
___ Request to see the treasurer's books at the end of each semester
___ Check all the secretary's minutes before they are written in a formal manner
___ Check all official correspondence before it is sent
___ Get a copy of all official correspondence
___ Be a custodian of all group paraphernalia, records, etc. during the summer and between officer transitions
___ Keep the official files of the organization
___ Inform the group of the group infractions of their bylaws, codes, and standing rules
___ Make the group aware of its stated objectives when planning events
___ Veto a decision when it violates a stated objective, the bylaws, or University policy
___ Mediate interpersonal conflicts that may arise
___ Be responsible for planning leadership skills workshops
___ Let the group work out its problems; allow for mistake and "doing it the hard way"
___ Insist on an evaluation of each activity by those students responsible for planning it
___ Take the initiative in developing teamwork and cooperation among officers
___ Let the group thrive or decline on its own; do not interfere unless requested
___ Represent the group in any conflicts with members of the University Staff
___ Be familiar with University resources and procedures that affect group activities
___ Recommend programs, speakers, etc.
___ Take an active part in the orderly transition of responsibilities between old and new officers at the end of the year
___ Cancel any activities when you believe they have been inadequately planned, violate University rules, or are unsafe

Adopted from Programs for Leadership & Service Education at Butler University
http://www.butler.edu/involvement/advisors/advisor-expectations-checklist/