

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:

- Print out two copies of the exercise. Give one copy to the officers and one copy to the advisor.
- Read each statement carefully.
- 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/ her form.
- After both parties have finished the exercise, compare the similarities and differences and have a discussion around those items.
- 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.

Use the following scale to respond to each item:

- 1—Essential for the advisor to do
- 2—Helpful for the advisor to do
- 3—Nice, but the advisor does not have to do
- 4—Would prefer the advisor not do
- 5—Absolutely not the advisor's role

	1	2	3	4	5
<u>GENERAL RESPONSIBILITIES</u>					
Assist organization by signing forms only					
Let the group thrive or decline on its merits; do not interfere unless requested to do so					
Be one of the group; except for voting and holding office					
Receive copies of all official correspondence					
Review and proof all official correspondence before being distributed					
Store all group paraphernalia during the summer and between changeover of officers					
Request to see the treasurer's books at the end of each semester					
Be familiar with University facilities, services, and resources for group activities					
Explain University policies and procedures to the membership					
Keep official file in his/her office					
State perceptions of his/her role as advisor at the beginning of the year					
Attend advisor training offered by the University					
<u>MEETING INVOLVEMENT</u>					
Attend all regular meetings					
Attend all officers/executive board meetings					
Call emergency meetings of the officers					
Assist in preparing the agenda					
Indicate ideas for discussion when he/she believes they will help the group					
Review minutes before they are distributed					
Serve as a parliamentarian of the group					
Inform the group of infraction of its bylaws, codes and standing rules					
Be quiet at meetings unless asked for input					
Speak up during discussion when he/she has relevant information or feels the group is making a poor decision					

<u>PROGRAMMING INVOLVEMENT</u>					
Attend organization's campus-wide activities					
Attend organization/member only activities (i.e. retreats, initiation, etc.)					
Recommend programs and speakers					
Keep the group aware of its stated objectives when planning events					
Insist on an evaluation of each activity					
Cancel any activity when he/she believes it has been inadequately planned					
<u>ORGANIZATIONAL DEVELOPMENT</u>					
Be responsible for planning a leadership skill workshop					
Coordinate workshops based on topics chosen by the officers					
Research and present leadership development opportunities available on campus					
Take the initiative in creating teamwork and cooperation among officers					
Engage in conflict mediation when conflict arises among officers or membership					
Let the group work out its problems, including making mistakes					
Instill teamwork, cooperation, and collaboration within the organization officers and membership					
Take an active part in formulation of the creation of group goals					
<u>REPRESENTATION</u>					
Represent the group in any conflicts with members of the University staff, other student organizations or other entities either on or off campus					
Speak on behalf of the organization to the campus community					
Speak on behalf of the organization to the general public					
<u>ELECTIONS AND TRANSITION</u>					
Attend all elections					
Provide officers feedback on each candidate					
Count all ballots with non-candidate students					
Take an active part in the orderly transition of responsibilities between old and new officers					