



# 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 College policy when relevant to the discussion
- Explain College policy to the entire group at least once a year
- Depend on the officers to observe the College 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 College 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 College Staff
- Be familiar with College 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 College rules, or are unsafe

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