***The Role of the Advisor Worksheet***

Listed below are some of the possible expectation student leaders may have of their advisor. This form is designed to help advisors and students arrive at a clear and mutually agreed upon roles the advisor will serve.

 ***Directions***: The advisor and each E-Board member should respond to the following items and meet to compare answers and “iron out” any differences. Once this is done, the advisor and president of the club or organization should complete the Advisor Contact, or somehow put into writing what was agreed upon. This contract should be kept for any future concerns or questions. If there is anything that the advisor agrees not to do, it may then be necessary to review the duties of the members of the E-Board to add those tasks into their position responsibilities.

For each of the following statements, respond on a scale of 1-5 how important each function is.

Assume the following:

1 = Essential for the advisor to do

2 = Helpful for the advisor to do

3 = Nice but advisor does not have to do

4= Would prefer advisor not to do

5= Absolutely not an advisor’s role

The Advisor is Expected to:

 \_\_\_\_\_\_ attend all general meetings

 \_\_\_\_\_\_ attend all E-Board meetings

 \_\_\_\_\_\_ explain institution policy when relevant to the discussion

 \_\_\_\_\_\_ be available to meet with the president before meetings

 \_\_\_\_\_\_ help the president (chairperson) prepare an agenda before meetings

 \_\_\_\_\_\_ speak up during discussion when he/she has relevant information

 \_\_\_\_\_\_ speak up during discussion when he/she believes the group is likely to make a poor decision

\_\_\_\_\_\_ be quiet during general meetings unless called upon

\_\_\_\_\_\_ take an active role in formulating the goals of the group

\_\_\_\_\_\_ be one of the group except for voting and holding office

\_\_\_\_\_\_ attend all group activities

\_\_\_\_\_\_ assist the treasurer with budgetary procedures

 \_\_\_\_\_\_ assist in formulating the annual budget

 \_\_\_\_\_\_ provide continuity from one year to another to the new members

 \_\_\_\_\_\_ be a resource to the group

 \_\_\_\_\_\_ monitor expenditures

 \_\_\_\_\_\_ assist in the planning and competition of programs and events.

\*\* Feel free to add any role specific to the club or organization