Adviser Expectations and Role Checklist

Listed below are potential adviser expectations and roles which should be negotiated between student leaders and the adviser. Individuals should complete this on their own and then collaborate to establish a shared “level of agreement” which will serve as the blueprint for establishing mutual expectations, roles, and responsibilities.

**“The adviser should ...”**

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| --- | --- | --- | --- | --- | --- |
| **Expectations** | **Strongly Agree** | **Agree** | **No Opinion** | **Disagree** | **Strongly Disagree** |
| Attend all general meetings |  |  |  |  |  |
| Attend all executive board meetings |  |  |  |  |  |
| Attend all organization events |  |  |  |  |  |
| Meet with the president regularly |  |  |  |  |  |
| Call meetings of the executive board when believed necessary |  |  |  |  |  |
| Meet with the executive board before each general meeting |  |  |  |  |  |
| Exert influence with organization leaders between meetings |  |  |  |  |  |
| Assist in the creation of meeting agendas |  |  |  |  |  |
| Assist in the creation of goals for the organization |  |  |  |  |  |
| Inform the group of infractions of the constitution, bylaws, etc. |  |  |  |  |  |

**“In performing the role of adviser, the adviser should ...”**

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| **Potential Roles of the Adviser** | **Strongly Agree** | **Agree** | **No Opinion** | **Disagree** | **Strongly Disagree** |
| Be a counselor |  |  |  |  |  |
| Be a sounding board |  |  |  |  |  |
| Be a change agent in the organization |  |  |  |  |  |
| Be knowledgeable of university and event policies/procedures |  |  |  |  |  |
| Speak-up during discussions/meetings when appropriate |  |  |  |  |  |
| Remain quiet during discussions/meetings unless called upon |  |  |  |  |  |
| Provide continuity between years |  |  |  |  |  |
| Be a doer/developer/planner of new programs |  |  |  |  |  |
| Be an educator/trainer of leadership and organizational skills |  |  |  |  |  |
| Check all official correspondence before it is sent |  |  |  |  |  |
| Review all contracts |  |  |  |  |  |
| Mediate inter-personal conflicts of the group |  |  |  |  |  |
| Be a financial supervisor |  |  |  |  |  |
| Be responsible for election of organization officers |  |  |  |  |  |
| Orient new officers to their roles/responsibilities |  |  |  |  |  |
| Recruit new members to organization |  |  |  |  |  |
| Evaluate leaders |  |  |  |  |  |
| Evaluate programs |  |  |  |  |  |
| Assist students in providing written evaluation of all programs |  |  |  |  |  |
| Take initiative in developing teamwork among the officers |  |  |  |  |  |
| Have a vote on day-to-day decisions |  |  |  |  |  |
| Have authority to veto organization decisions |  |  |  |  |  |
| Veto decisions that violate a stated objective, bylaw, or University policy |  |  |  |  |  |
| Cancel any activities when it is believed that they are inadequately planned, will violate UD rules, or may be unsafe |  |  |  |  |  |
| Maintain organizational records |  |  |  |  |  |
| Review secretary’s minutes before written in final form |  |  |  |  |  |
| Receive copies of meeting minutes, e-mails, etc. |  |  |  |  |  |
| Represent the group in any conflicts with University staff |  |  |  |  |  |