

CAMPUS CENTER

ADVISOR WORKSHOP SERIES

ADVISING STUDENT GROUPS

Advisor/Organization Expectation Checklist

The advisor and each officer should rank the following items, and then meet to compare answers and to negotiate any differences.

For each of the following statements designate the expectation to "A" for Advisor, "S" for Student, or "B" for both

- Essential for the advisor/student/both to do
- Helpful for the advisor/student/both to do
- Nice but not necessary for the advisor/student/both to do
- Would prefer advisor/student/both not do
- Absolutely not the advisor/student/both role

Expectations checklist:

<input type="checkbox"/>	Attend all general meetings
<input type="checkbox"/>	Attend all executive committee meetings
<input type="checkbox"/>	Attend group activities and events
<input type="checkbox"/>	Call meetings of the executive committee when believed to be necessary
<input type="checkbox"/>	Be familiar with college services that affect group activities
<input type="checkbox"/>	Have or obtain knowledge about college policies and procedures that impact student organizations
<input type="checkbox"/>	Explain college policies and procedures when relevant to the discussion
<input type="checkbox"/>	Explain college and campus center policies and procedures to the entire group once a year
<input type="checkbox"/>	Depend on officers to observe the college and Campus Center policies and procedures throughout their terms
<input type="checkbox"/>	Meet with the president/director before each meeting
<input type="checkbox"/>	Help prepare an agenda before each meeting

	Serve as parliamentarian for the group
	Speak up during the discussion with relevant information
	Speak up during discussion when it is believed that the group may make a poor decision
	Take an active part in formulating the goals of the group
	Initiate ideas for discussion when it is believed that they will help the group
	Assist in the negotiation of financial commitment and/or contractual agreements entered into by the student organization
	Assist in the areas of budget development, major expenditures, and financial record keeping
	Check all official correspondence before it is sent out
	Review contracts for programs presented by the student organization
	Maintain files with copies of all official correspondence and contracts
	Keep the official files in the advisor's office
	Understand the purpose and objectives of the organization
	Make the group aware of its stated purpose and objectives
	Inform the group of infractions of their bylaws, codes, and standing rules
	Veto a decision when it violates a stated objective, the bylaws, or college and campus center policies and procedures
	Insist on the evaluation of each activity by those students responsible for planning it
	Provide feedback and confront behavior in members that is deemed to be detrimental to individuals and/or organization members
	Let the group work out its problems; allow for mistakes and an opportunity to do things the hard way
	Mediate interpersonal conflicts that may arise
	Treat individuals as mature individuals who have dignity and worth
	Be responsible for planning leadership skills workshops
	Encourage students to take advantage of opportunities to enhance their leadership skills (i.e., campus center leadership classes, workshops, etc.)
	Take the initiative in developing teamwork and cooperation among the officers/members
	Recommend programs, speakers, etc.
	Take an active part in the orderly transition of responsibilities between old and new officers
	Cancel any activities/events when they have been inadequately planned
	Understand the purpose and objective of the student organization
	Pursue activities that fulfill the purpose and objective of the student organization
	Inform and involve members and the advisor prior to making any financial commitments