

## DEFINING THE ROLE OF THE FACULTY/STAFF ADVISOR

The faculty/staff advisor of an organization will have the ability to serve and enhance the student organization. He/she will foster personal and leadership development of the students he/she advises and works with. For the relationship between an advisor and the organization to be effective, open and honest communication must be established from the beginning. Therefore, this worksheet is being made available so that both parties can communicate to each other what they want from the Advisor-Organization Relationship.

To receive the greatest benefit from this exercise, both the Faculty/Staff advisor and Officers of the organization should review each item. Organization members should check off those items that they expect from the Advisor. The faculty/staff advisor should check off those items he/she feels are appropriate for him/her to fulfill. From this, both parties can come to an **Agreement** as to the role of the Faculty/Staff Advisor.

The Advisor is expected to...

	Organization.	Advisor	Agreement
Attend all the general meetings of the organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attend all officer meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Call meetings of the officers when the Advisors feel it is necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explain University policies when appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explain University policy to the general membership once a year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help the president prepare the agenda before each meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Serve as parliamentarian to the group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speak up during discussion when you feel the group is going to make a poor decision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Be quiet during general meetings unless called upon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exert your influence with officers during meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide resources and ideas to your group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Take an active part in formulating goals for the group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Act as a member of the group, except voting and holding office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Receive a copy of all correspondence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Request the treasurer's books at the end of each semester	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep the official files in your office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Let the group work out its problems, including making mistakes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Request a written evaluation at the end of each semester	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cancel any activities that you believe may have been inadequately planned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve all candidates for office in terms of scholastic standing; periodically check officers' GPAs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Take an active part in officer transition and training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Represent the group in any conflict with members of the campus staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Take the initiative in creating teamwork and cooperation among officers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mediate interpersonal conflicts as they arise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Veto a decision when it violates a by-law or the constitution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep the group aware of its stated goals, purpose and objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>