

DISCUSSION GUIDE FOR ROLE DEFINITION

Listed below are some possible expectations student leaders may have of their advisor. The advisor and leaders should each respond to the following items then discuss answers and resolve any differences. Items which are determined not to be the responsibility of the advisor should be clarified as to which role/officer will assume that responsibility.

For each of the statements, determine whether the function is:

- 1:** Essential for the advisor to do
- 2:** Helpful for the advisor to do
- 3:** Nice, but advisor does not have to
- 4:** Would prefer the advisor not do
- 5:** Absolutely not an advisor's role

THE ADVISOR SHOULD:

- ___ I. Attend all general meetings.
- ___ II. Attend all executive committee meetings.
- ___ III. Call meetings of the executive committee when they believe it is necessary.
- ___ IV. Explain College policy when relevant to the discussion.
- ___ V. Explain College policy to the executive committee and depend upon the officers to carry them out through their leadership.
- ___ VI. Explain College policy to the entire membership at a general meeting once a year.
- ___ VII. Reserve an appointment with the president/chairperson before each meeting.
- ___ VIII. Help the president prepare the agenda before each meeting.
- ___ IX. Serve as parliamentarian for the group.
- ___ X. Speak up during discussion when he/she has relevant information.
- ___ XI. Speak up during discussion when he/she believes the group is likely to make a poor decision.
- ___ XII. Remain quiet during general meetings unless asked for advice.
- ___ XIII. Exert their influence with officers between meetings.

- ___ XIV. Take an active part in formulating the goals of the group.
- ___ XV. Initiate ideas for discussion when they believe they will help the group.
- ___ XVI. Be one of the group - except for voting and holding office.
- ___ XVII. Attend all group activities.
- ___ XVIII. Require treasurer to clear all expenditures with him/her before commitments are made.
- ___ XIX. Request to see the treasurer's books at the end of each semester.
- ___ XX. Check the secretary's minutes before they are written in final form.
- ___ XXI. Check all official correspondence before it is sent.
- ___ XXII. Get a photocopy for all official correspondence.
- ___ XXIII. Be custodian for all group paraphernalia, records, etc. during the summer and between changeovers of officers.
- ___ XXIV. Keep the official files in their office.
- ___ XXV. Inform the group of infractions of their bylaws, codes and standing rules.
- ___ XXVI. Keep the group aware of its stated objectives when planning events.
- ___ XXVII. Veto a decision when it violates a stated objective, the bylaws, codes, standing rules for College policy.
- ___ XXVIII. Mediate interpersonal conflicts that arise.
- ___ XXIX. Be responsible for planning leadership skills workshops.
- ___ XXX. State what their advisor responsibilities are, or as they see them, at the first meeting of the year.
- ___ XXXI. Let the group work out its problems, including making mistakes and "doing it the hard way."
- ___ XXXII. Insist on an evaluation of each activity by those students responsible for planning it.
- ___ XXXIII. Take the initiative in creating teamwork and cooperation among the officers' group.

- ___ XXXIV. Let the group thrive or decline on its own merits; do not interfere unless requested to do so.
- ___ XXXV. Represent the group in any conflicts with members of the College staff.
- ___ XXXVI. Be familiar with College facilities, services and procedures which affect group activities.
- ___ XXXVII. Recommend programs, speakers, etc.
- ___ XXXVIII. Take an active part in the orderly transition of responsibilities between old and new officers at the end/start of the year.
- ___ XXXIX. Cancel any activities when they believes they have been inadequately planned.
- ___ XL. Have a strong understanding of the organization's constitution and the Northern Vermont University-Lyndon Rules of Order.

Please add any other expectations you have for the advisor's role:

Adapted from: "Organization & Advisor Manual," California State Polytechnic University, San Luis Obispo, "The Student Organizational Manual-Supplement for Advisors," Simmons College, Boston, MA