

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:

1. Attend all general meetings. ____
2. Attend all executive committee meetings. ____
3. Call meetings of the executive committee when they believe it is necessary. ____
4. Explain College policy when relevant to the discussion. ____
5. Explain College policy to the executive committee and depend upon the officers to carry them out through their leadership. ____
6. Explain College policy to the entire membership at a general meeting once a year. ____
7. Reserve an appointment with the president/chairperson before each meeting. ____
8. Help the president prepare the agenda before each meeting. ____
9. Serve as parliamentarian for the group. ____
10. Speak up during discussion when he/she has relevant information. ____
11. Speak up during discussion when he/she believes the group is likely to make a poor decision. ____
12. Remain quiet during general meetings unless asked for advice. ____
13. Exert their influence with officers between meetings. ____

14. Take an active part in formulating the goals of the group. ____
15. Initiate ideas for discussion when they believe they will help the group. ____
16. Be one of the group - except for voting and holding office. ____
17. Attend all group activities. ____
18. Require treasurer to clear all expenditures with him/her before commitments are made. ____
19. Request to see the treasurer's books at the end of each semester. ____
20. Check the secretary's minutes before they are written in final form. ____
21. Check all official correspondence before it is sent. ____
22. Get a photocopy for all official correspondence. ____
23. Be custodian for all group paraphernalia, records, etc. during the summer and between changeovers of officers. ____
24. Keep the official files in their office. ____
25. Inform the group of infractions of their bylaws, codes and standing rules. ____
26. Keep the group aware of its stated objectives when planning events. ____
27. Veto a decision when it violates a stated objective, the bylaws, codes, standing rules for College policy. ____
28. Mediate interpersonal conflicts that arise. ____
29. Be responsible for planning leadership skills workshops. ____
30. State what their advisor responsibilities are, or as they see them, at the first meeting of the year. ____
31. Let the group work out its problems, including making mistakes and "doing it the hard way." ____
32. Insist on an evaluation of each activity by those students responsible for planning it. ____
33. Take the initiative in creating teamwork and cooperation among the officers' group. ____
34. Let the group thrive or decline on its own merits; do not interfere unless requested to do so. ____

35. Represent the group in any conflicts with members of the College staff. ____
36. Be familiar with College facilities, services and procedures which affect group activities. ____
37. Recommend programs, speakers, etc. ____
38. Take an active part in the orderly transition of responsibilities between old and new officers at the end/start of the year. ____
39. Cancel any activities when they believes they have been inadequately planned. ____
40. Have a strong understanding of the organization's constitution and LSC 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