The Role of Advisor Checklist
This form is designed to help advisors and student officers determine a clear role for advisors in matters pertaining to student organizations. **Directions:** The advisor and each officer should respond to the following items, then meet to compare answers and discuss any differences. For any items, which are determined not to be the responsibility of the advisor, it would be valuable to clarify which officer will assume that responsibility. For each statement, respond according to the following scale.

1. Essential for the advisor  
2. Helpful for the advisor to do  
3. Nice, but they don’t have to  
4. Would prefer not to do  
5. Absolutely not an advisor’s role

1. Attend all general meetings ______  
2. Attend all executive committee meetings ______  
3. Attend all other organizational activities ______  
4. Explain College policy when relevant to the discussion  
5. Help the president prepare the agenda before each meeting ______  
6. Serve as a parliamentarian of the group ______  
7. Speak up during discussion ______  
8. Be quiet during general meetings unless called upon ______  
9. Assist organization by signing forms only______  
10. Attend advisor training if offered by McKendree College ______  
11. Speak up during discussion when he/she has relevant information or feels the group is making a poor decision ______  
12. Take an active part in formulation of the creation of group goals ______  
13. Indicate ideas for discussion when he/she believes they will help the group ______  
14. Be one of the group except for voting and holding office______  
15. Request to see the treasurers books at the end of each semester ______  
16. Check the secretaries minutes before they are distributed ______  
17. Receive copies of official correspondence ______  
18. Store all group paraphernalia during the summer and between changeover of officers ______  
19. Keep official file in his/her office ______  
20. Inform the group of infraction of its bylaws, codes and standing rules ______  
21. Keep the group aware of its stated objectives when planning events ______  
22. Mediate interpersonal conflicts that arise ______  
23. Be responsible for planning a leadership skill workshop ______  
24. State perceptions of his/her role as advisor at the beginning of the year ______  
25. Let the group work out its problems, including making mistakes ______  
26. Insist on an evaluation of each activity ______  
27. Attend advisor training if offered by McKendree College ______  
28. Take the initiative in creating teamwork and cooperation among officers ______  
29. Let the group thrive or decline on its merits; do not interfere unless requested to do so ______  
30. Represent the group in any conflicts with members of the College staff ______  
31. Be familiar with College facilities, services, and procedures for group activities ______  
32. Recommend programs and speakers ______  
33. Take an active part in the orderly transition of responsibilities between old and new officers ______  
34. Cancel any activity when he/she believes it has been inadequately planned ______

* Adapted from Ball State University