

Faculty/Staff/Alumni Advisor Roles and Responsibilities Worksheet

The level of involvement that a faculty/staff/alumni advisor plays within a student organization varies but it is always an important one. The scope and frequency of an organization's activities, the effectiveness of its officers, the time commitments of the advisor, and several other factors determine the kind of role the advisor will play in the organization. An advisor should be committed to the group's success, and may need to sometimes go above and beyond the call of duty. An advisor should never be resigned to only serve as a signatory on forms.

Considering their expertise and experience, advisors can often supply significant insights to group matters such as goal setting, programming, conflict resolution, and group growth/development. It is often the faculty/staff advisor who can aid in maintaining an organization by providing continuity and by serving as an information source. In short, a good advisor can help nurture an organization's success.

The pattern of teamwork between the advisor and the organization must be specifically tailored to the personalities and needs of both parties. Some guidance is necessary in developing such a relationship. Listed below are some expectations which can be negotiated between student organization leaders and their advisor. This form is designed to help faculty/staff/alumni advisors arrive at a clear and mutually agreed upon advisor role.

Separately, the advisor and the officers of the organization should rank the following items from 1 to 5, with 1 being an essential duty of the advisor and 5 being absolutely not an advisor's duty. Both parties should then meet to compare answers and discuss any disparities. For items that are determined not to be the responsibility of the faculty/staff/alumni advisor, it is important to establish whose responsibility it will be.

_____ Attend all general meetings.

_____ Attend all executive board/committee meetings.

_____ Call meetings of the executive board/committee when believe to be necessary.

_____ Explain/Discuss university or national organization policies and procedures when relevant to the discussion.

_____ Depend on the officers to observe university or national organization policies and procedures throughout the year.

_____ Meet with the president of the organization before each general body meeting.

_____ Help the president to prepare an agenda before each general body meeting.

_____ Speak up during discussion when the organization may make a poor decision.

_____ Take an active part in forming the goals of the organization.

_____ Take an active part in determining the types of events that the organization will sponsor.

_____ Initiate ideas for discussion when it is believe that they will be helpful to the organization.

_____ Be a member of the organization (except for voting and holding office)

_____ Attend all group meetings, events, programs, etc.

_____ Request to see a print out of the organization's OFAS at the end of each semester.

- _____ Check/Edit all official correspondence that is sent on behalf of the organization before it is sent.
- _____ Be a custodian of all organization materials, records, supplies, etc. during the summer and between officer transitions.
- _____ Inform the organization if they violate their own constitution, bylaws, codes, and other standing rules.
- _____ Mediate interpersonal conflicts as they arise.
- _____ Assist the organization in the development of their leaders.
- _____ Let the organization work out its problems; allow for mistakes and “doing it the hard way.”
- _____ Evaluate each event/program with the member responsible for planning it.
- _____ Take initiative in developing teamwork and cooperation among the officers.
- _____ Let the organization thrive or decline on its own; do not interfere unless requested.
- _____ Represent the organization in any conflicts with members of the university administration or national organization.
- _____ Gain familiarity of University resources and procedures that affect group activities.
- _____ Establish and maintain a relationship with the organization’s Student Activities advisor.
- _____ Take an active part in the orderly transition of responsibilities between old and new officers.
- _____ Attend any activities or events at which a large crowd is expected, may potentially be controversial or involve a number of community members not affiliated with AU.

By signing this agreement, the faculty/staff/alumni advisor and officers of the student organization agree to have a positive working relationship and meet stated expectations agreed upon above. In addition, the advisor and officers agree that they will communicate with each other if expectations are not being met or need to be revised over the course of the academic year.

Name of Student Organization: _____

Faculty/Staff/Alumni Advisor : _____
Print Sign

Organization Officers	_____	_____
	Print	Sign
	_____	_____
	Print	Sign
	_____	_____
	Print	Sign
	_____	_____
	Print	Sign

Adapted from a worksheet created by the University of North Carolina at Charlotte