

## Advisor/Student Checklist

Listed below is a list of actions related to student organizations designed to help advisors and officers arrive at a clear and mutually agreed upon advisor role. *Rank each item from 1-5, with 1 indicating an essential duty of the advisor and 5 indicating absolutely not an advisor's duty.* Advisors and student leaders should complete the form and review it together to clarify group expectations. For items that are determined not to be the responsibility of the advisor, it is important to establish whose responsibility it will be.

Advisor	Students
Attend all general meetings.	
Attend all executive committee meetings.	
Call meetings with the executive committee when believed to be necessary.	
Explain STAC policy when relevant to the discussion.	
Explain STAC policy to the entire group once a year.	
Depend on the officers to observe STAC policy throughout their term.	
Meet with the chief student leaders before each meeting.	
Help the chief student leader or other officers prepare an agenda before each meeting.	
Speak up during discussion when the advisor thinks the group may make a poor decision.	
Be quiet during the general meetings unless called upon.	
Exert influence with officers between meetings.	
Take an active part in formulating the goals of the group.	
Initiate ideas for discussion when the advisor believes they will be helpful to the group.	
Be one of the group, except for voting and holding office.	
Attend all group activities, meetings, events, etc.	
Request to see the treasurer's books at the end of each semester.	
Check all the secretary's minutes before they are written in formal form.	
Check all official correspondence before it is sent.	
Get a copy of all official correspondence.	
Be a custodian of all group paraphernalia, records, etc. during the summer and between officer transitions.	
Keep the official files of the organization.	
Inform the group of infractions of their bylaws, codes, and standing rules.	
Make the group aware of its stated objectives when planning events.	
Veto a decision when it violates a stated objective, the bylaws, or STAC policy.	
Mediate interpersonal conflicts that may arise.	
Be responsible for planning leadership skills workshops.	
Let the group work out its problems; allow for mistake and "doing it the hard way".	
Insist on an evaluation of each activity by those students responsible for planning it.	
Take the initiative in developing teamwork and cooperation among the officers.	
Let the group thrive or decline on its own; do not interfere unless requested.	
Represent the group in any conflicts with members of the STAC staff.	
Be familiar with STAC resources and procedures that affect group activities.	
Recommend programs, speakers, etc.	
Take an active part in the orderly transition of responsibilities between old and new officers at the end of the year.	
Cancel any activities when you believe they have been inadequately planned, violate STAC rules, or are unsafe.	