

## ADVISOR/ORGANIZATION EXPECTATION CHECKLIST

Directions: The advisor and each officer should rank the following items, and then meet to compare answers and to negotiate any differences. For items that are determined NOT to be the advisor's responsibility it is valuable to clarify which officer will assume that responsibility.

For each of the following statements, designate the expectation to “A” for Advisor, “S” for Student, or “B” for Both:

-AND-

Rank each statement on an importance scale of 1-5:

- 1-Essential for the advisor/student/both to do
- 2-Helpful for the advisor/student/both to do
- 3-Nice but not necessary for the advisor/student/both to do
- 4-Would prefer advisor/student/both not do
- 5-Absolutely not the advisor/student/both role

Example:

1B	State your responsibilities at the beginning of the school year/semester
1S/2A	Attend all general meetings
1A	Attend all executive committee meetings

Expectations:

	State your responsibilities at the beginning of the school year/semester
	Attend all general meetings
	Attend all executive committee meetings
	Attend group activities and events
	Call meetings of the executive committee when believed to be necessary
	Be familiar with University services that affect group activities
	Have or obtain knowledge about University policies and procedures that impact student organizations
	Explain University policies and procedures when relevant to the discussion
	Explain University policies and procedures to the entire group once a year
	Depend on officers to observe the University policies and procedures throughout their terms
	Meet with the president/director before each meeting
	Help prepare an agenda before each meeting
	Serve as parliamentarian for the group
	Speak up during the discussion with relevant information
	Speak up during discussion when it is believed that 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 it is believed that they will help the group
	Be one of the group except for voting and holding office

## ADVISOR/ORGANIZATION EXPECTATION CHECKLIST

	Require treasurer to clear expenditures with the advisor before making payments
	Request to see the treasurer's books/reports at the end of each semester
	Assist in the negotiation of financial commitment and/or contractual agreements entered into by the student organization
	Refer the student organization to the Office of Student Activities for assistance in financial matters
	Assist in the areas of budget development, major expenditures, and financial record keeping
	Check the secretary's minutes before they are finalized
	Check all official correspondence before it is sent out
	Sign contracts for programs presented by the student organization if they are not funded by Student Government
	Maintain files with copies of all official correspondence and contracts
	Act as custodian of all group paraphernalia, records, etc., during the summer and between officer transitions
	Keep the official files in the advisor's office
	Understand the purpose and objectives of the organization
	Make the group aware of its stated purpose and objectives
	Inform the group of infractions of their bylaws, codes, and standing rules
	Veto a decision when it violates a stated objective, the bylaws, or University policies and procedures
	Insist on the evaluation of each activity by those students responsible for planning it
	Provide feedback and confront behavior in members that is deemed to be detrimental to individuals and/or organization members
	Let the group work out its problems; allow for mistakes and an opportunity to do things the hard way
	Mediate interpersonal conflicts that may arise
	Treat individuals as mature individuals who have dignity and worth
	Be responsible for planning leadership skills workshops
	Encourage students to take advantage of opportunities to enhance their leadership skills (i.e., UF leadership classes, workshops, etc.)
	Take the initiative in developing teamwork and cooperation among the officers/members
	Let the group thrive or decline on its merits; do not interfere unless requested
	Represent the group in any conflicts with members of the University or staff (act as an advocate)
	Recommend programs, speakers, etc.
	Take an active part in the orderly transition of responsibilities between old and new officers
	Approve all candidates for office in terms of scholastic standing (GPA) and check periodically to ensure officers maintain their GPA
	Cancel any activities/events when they have been inadequately planned
	Exercise the right to disagree with student organization decisions
	Exercise the right to have a private life away from the student organization
	Understand the purpose and objective of the student organization

## ADVISOR/ORGANIZATION EXPECTATION CHECKLIST

	Pursue activities that fulfill the purpose and objective of the student organization
	Inform and involve members and the advisor prior to making any financial commitments
	Maintain financial records and follow University guidelines concerning fiscal management
	Provide feedback and confront behavior in either members or the advisor that is deemed detrimental to that individual/organization
	Exercise the right to be listened to by others
	Exercise the right to choose their level of involvement in student organizations
	Exercise the right to voice their disagreements with the decisions of the advisor