

### Advisor's Self-Evaluation Checklist

	Yes	No
<b>I am listed on the organization's Orgs@SMU profile. (smu.edu/orgs)</b>		
<b>I have read the most current version of the Student Organizations Manual.</b>		
<b>I have attended a Mandatory Organizations Meeting.</b>		
I actively provide encouragement to members.		
I know the goals of the organization.		
I know the group's members.		
I attend regularly scheduled executive board meetings.		
I attend regularly scheduled organizational meetings.		
I meet regularly with the officers of the organization outside of formal meetings.		
I assist with the orientation of new members and participate as needed.		
I attend the organization's special events.		
I assist with the orientation and training of new officers.		
I help provide continuity for the organization.		
I confront the negative behavior of members.		
I understand principles of group development.		
I understand how students group and learn.		
I understand the principles that lead to orderly meetings.		
I have read the group's constitution and by-laws.		
I am knowledgeable about the organization's history.		
I recommend and encourage without imposing my ideas and preferences.		
I review the organization's financial records with its financial officer.		
I understand the principles of good fundraising.		
I understand how issues of diversity affect the organization.		
I attend conferences on and off campus with the organization's students.		
I know the steps to follow in developing a program or event.		
I know where to find assistance when I encounter problems I cannot solve.		
I can identify what members learn by participating in the organization.		
I work with the organization's members in conducting assessments and evaluations.		
I know how to help a student in distress.		
I can help my students navigate university bureaucracy.		

What is expected of an advisor? It's possible that not all of these will apply to your organization, but this is a good starting point to assess your skills and knowledge. Have a question about advising? The Student Activities staff is available to help!

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