

Advisor Involvement Checklist

Whether you're working with a brand new advisor or continuing with a veteran, it's a good idea to set expectations of their involvement. Use this worksheet to set the ground rules for a great year.

	<u>Essential Duty</u>	<u>Optional Duty</u>	<u>NOT Advisor's Duty</u>
1. Attendance at weekly meetings	_____	_____	_____
2. Store supplies in his/her office	_____	_____	_____
3. Respond to emails after business hours	_____	_____	_____
4. Provide personal contact info (cell phone, home phone)	_____	_____	_____
5. Write letters of recommendation for members	_____	_____	_____
6. Attendance at programs/events after business hours	_____	_____	_____
7. Meet with members individually	_____	_____	_____
8. Take an active part in goal setting	_____	_____	_____
9. Plan internal trainings and workshops	_____	_____	_____
10. Actively contribute during meetings	_____	_____	_____
11. Contribute during meetings only when asked	_____	_____	_____
12. Make recommendations	_____	_____	_____
13. Be familiar with University policies and procedures	_____	_____	_____
14. Facilitate teambuilding activities	_____	_____	_____
15. Mediate conflict between members	_____	_____	_____
16. Require evaluations and reports from officers	_____	_____	_____
17. Assist with officer transition	_____	_____	_____
18. Receive copies of financial records	_____	_____	_____

Adapted from California State Polytechnic University, Simmons College, and University of South Florida.