



Advisor Role Questionnaire

This form is designed to clarify the advisor's role in working with organizations.

The advisor and each officer should respond to the following items, and then meet to compare answers and discuss any differences. For any items determined not to be the advisor's responsibility, it would be helpful to clarify who within the organization will be responsible.

For each statement respond according to the following scale:

- 1 - Clearly the advisor's responsibility.
- 2 - Helpful for the advisor to play this role.
- 3 - OK but not necessary for the advisor to play this role.
- 4 - Unhelpful for the advisor to play this role.
- 5 - Completely inappropriate for the advisor to do this.

| Roles | 1 | 2 | 3 | 4 | 5 | N/A | Comments |
|--|---|---|---|---|---|-----|----------|
| Officer and Member Development | | | | | | | |
| Assist with personal development | | | | | | | |
| Contribute to professional development | | | | | | | |
| Support and encourage leadership development | | | | | | | |
| Organization Development | | | | | | | |
| Support team building efforts | | | | | | | |
| Participate in reflection activities | | | | | | | |

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| Allow the group to work out its problems and make mistakes | | | | | | | |
| Mediate interpersonal conflicts | | | | | | | |
| University Processes | | | | | | | |
| Inform the group of violations of its constitutions and bylaws | | | | | | | |
| Explain university policies and guidelines | | | | | | | |
| Help the group navigate university processes, including in situations in which the group encounters obstacles and barriers to its intended activities | | | | | | | |
| Be familiar with university programs, facilities, and operational procedures | | | | | | | |
| Attendance | | | | | | | |
| Attend Student Life's advisor trainings | | | | | | | |
| Attend all officer meetings | | | | | | | |
| Attend all general body meetings | | | | | | | |
| Attend other organizational activities | | | | | | | |
| Meetings | | | | | | | |
| Help prepare meeting agendas | | | | | | | |

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| Participate in group discussions | | | | | | | |
| Activities and Events | | | | | | | |
| Take an active part in formulating group goals | | | | | | | |
| Keep the group aware of its objectives when planning activities | | | | | | | |
| Contribute ideas for programing and speakers | | | | | | | |
| Help the group communicate with faculty and staff | | | | | | | |
| Voice concerns when activities are inadequately planned or dangerous | | | | | | | |
| Help officers balance group activities and academic responsibilities | | | | | | | |
| Transitions | | | | | | | |
| Support a smooth officer transition | | | | | | | |
| Keep login information for all online accounts | | | | | | | |
| Keep a copy of official files | | | | | | | |

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| Store all group materials during officer transitions | | | | | | | |
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Additional notes:
