

## Students' Expectations of Advisors

It is very important for the advisor and the student leaders of student organizations to agree on what the advisor is expected to do. Below is a quiz to help facilitate this discussion. The advisor and each executive officer should respond to the following items and discuss the similarities and differences in their response, assigning responsibilities as necessary. **There are no right or wrong answers, except what is dictated by the inter/national organization and/or RIT.** This is a tool to help Faculty and Staff Advisors to gain a clear understanding of the advisor's role and the expectations of the group.

**Evaluate each of the following items on a scale from 1-4:**

1. Essential for the advisor to do
2. Nice, but they don't have to
3. Absolutely not an advisor's role
4. Does not apply to our organization

	Attend all general meetings		Require the treasurer to clear all transactions with the advisor
	Attend all e-board meetings		Request to see the treasurer's books at the end of every quarter
	Call e-board meetings when he/she feels it's necessary		Check all official correspondence before it is sent
	Explain RIT policy when relevant to the discussion at meetings		Keep organization files in his/her office
	Explain RIT policy to e-board and depend on officers to carry them out through the leadership		Inform the group of infractions that occur gthat violated the groups' bylaws, constitution, rules
	Explain RIT policy to the entire membership once a year		Mediate conflict that arises
	Meet with the president once a week to discuss items related to the club		Plan and assist in the leadership development of all e-board AND general members
	Help the president prepare an agenda before each meeting		Veto a decision when it violates organizations objectives
	Speak up during discussion at meetings when he/she believes the group is making a poor decision		Let the group work through its problems, including making mistakes and doing the tasks at hand the hard way
	Be quiet during the general meeting unless called upon		Let the group thrive or decline on its own merit
	Go on trips with students that are planned through the club		Represent the group in any conflict within the RIT community
	Exert his/her influence with others between meetings		Approve all potential candidates for office in terms of scholastic standing/GPA and ensure those standards are maintained
	Take an active part in formulating goals with the group		Be one of the group without voting or holding office
	Cancel any activities that he/she feels have been poorly planned or pose a considerable safety risk		Provide outreach and support without having to be asked by the club to do so