

The Role of the Advisor

This worksheet is designed to help advisors and committee chairs arrive at a clear and mutually agreed upon role of the advisor in committee affairs.

Directions:

1. The advisor and committee chair should each complete this worksheet separately
2. The advisor and committee chair should meet to complete and discuss their answers
3. The advisor and committee chair should each record their consensus results

For each of the following statements respond using the following scale:

- 1- Essential for the advisor to do
- 2- Helpful for the advisor to do
- 3- Nice for the advisor to do, but he/she doesn't have to
- 4- Would prefer for the advisor not do
- 5- Absolutely not the advisor's role

Individual

consensus

_____	_____	Attend all committee meeting
_____	_____	Approval committee structure
_____	_____	Approval committee member selection
_____	_____	Explain institute and sponsoring department's policies when relevant to the discussion
_____	_____	Explain institutional and sponsoring department's policies to the committee and depend upon the committee to carry them out through their leadership
_____	_____	Schedule a meeting with the committee chair before each committee meeting
_____	_____	Help the committee chair prepare the agenda before each meeting
_____	_____	Approve the agenda before each meeting
_____	_____	Speak up during discussion when he/she has relevant information
_____	_____	Speak up during discussions when he/she believes the committee is likely to make poor decisions
_____	_____	Be quiet committee meeting unless called upon

- _____ _____ Take active part in formulating the goals of the committee
- _____ _____ Initiate ideas for discussion when he/she believes they will help the Committee
- _____ _____ Be "one of the group," except for voting
- _____ _____ Attend all committee social activities
- _____ _____ Provide committee chair with detailed budget
- _____ _____ Require any committee member who deal with money to clear all expenditures with him /her before financial commitments are made
- _____ _____ Let the committee thrive or struggle on its own merits; don't interfere unless requested to do so
- _____ _____ Check all official correspondence
- _____ _____ Be familiar with and inform the committee of the infraction of their Constitution or bylaws
- _____ _____ Verify committee members eligibility (GPA, membership status, ect.)
- _____ _____ Keep the committee aware of its states objective when planning events
- _____ _____ Mediate interpersonal conflicts that arise within the committee
- _____ _____ Let the committee work out its own problems, including making mistakes and "doing it the hard way"
- _____ _____ Represent the committee work and organization in any conflict with members of the institution or sponsoring department
- _____ _____ Recommend programs, speakers, ect.
- _____ _____ Participate in post-event/program evaluations
- _____ _____ Provide frequent praise and constructive criticism to committee chair
- _____ _____ Provide frequent praise and constructive criticism to committee members