

Student Leader and Advisor Expectations Worksheet

This worksheet is designed to foster communication and clarification of expectations between the student leaders of a Recognized Student Organization and their faculty/staff advisor. Student leaders or each organization should meet to identify their collective views on the advisor's role; these responses should be entered into the column labeled "RSO" according to the scale listed below. The form should then be given to the advisor who identifies her/his views and enters them into the column labeled "Advisor." Either party may also add an additional expectation to the form. The RSO student leaders and the advisor should then meet to discuss the compared results and come to consensus on any discrepancies. The agreed-upon rating should be placed in the third column, labeled "consensus," where needed. A representative of the student leaders and the advisor must both sign before the form is submitted to Student Affairs.

Rating Scale:

1 – Essential for Advisor to do **2** – Helpful for Advisor to do **3** – Nice, but not necessary for Advisor to do
4 – Would prefer Advisor not to do **5** – Absolutely not the Advisor's role

The Advisor is expected to...	Students	Advisor	Consensus
Attend all organization activities.			
Attend all meetings of the RSO's officers.			
Assist the organization in developing goals for the academic year.			
Help the RSO's officers prepare an agenda before each meeting.			
Be available to the RSO's officers between meetings.			
Review all official correspondence before it is sent.			
Be given a copy of all official correspondence.			
Be the keeper of all official/archival files for the RSO.			
Mediate interpersonal conflicts that arise among officers.			
Let the RSO thrive or decline on its merits; do not interfere unless requested to do so.			
Represent the organization in any conflicts that arise with University faculty or staff.			
Take an active role in the orderly transition of officers.			
Serve as a figurehead only; sign forms or be listed on documents as necessary.			
Call officer meetings when concerned about an aspect of the organization.			
Serve as a mentor to RSO officers.			
Other (as needed):			
Other (as needed):			

Name of Recognized Student Organization: _____

Name of RSO leader(s) completing this form: _____

RSO Leader Signature: _____ **Date:** _____

Name of Advisor completing this form: _____

Advisor Signature: _____ **Date:** _____