

ADVISOR'S AGREEMENT WORKSHEET

This worksheet can be a means of communicating expectations of the organization- adviser relationship. Both the adviser and officers of your organization should review each item. Organization members/officers check off what you expect from the adviser in the "ORG" column. Organization advisers should check off those items they feel are appropriate for them to fulfill in the "ADVISOR" column. From this, both parties can come to agreement.

THE ADVISER AGREES TO:	ORG.	ADVISOR	AGREE?	CONCESSION
Attend all general meetings.				
Attend all officer/executive board meetings.				
Call meetings of the officers when deemed necessary.				
Explain university policies where appropriate.				
Help the president prepare the agenda before each meeting.				
Serve as parliamentarian to the group.				
Speak up during discussion when you feel the group is about to make a poor decision.				
Be quiet during general membership meetings unless called upon.				
Provide resources and ideas to the group.				
Take an active part in formulating annual goals for the group.				
Act as a member of the group, except in voting and holding office.				
Receive a copy of all correspondence.				
Request the treasurer's books at the end of each semester.				
Let the group work out its problems, including making mistakes.				
Request a written evaluation at the end of each semester.				
Cancel any activities that you believe have been inadequately planned.				
Approve all candidates for office in terms of scholastic standing; periodically check their GPAs.				
Take an active part in officer transition and training.				
Represent the group in any conflict with members of the University staff.				
Mediate conflicts as they arise.				
Veto a decision when it violates a by-law or constitution.				
Keep the group aware of its stated goals, purpose, and objectives.				