

# Adviser's Role Checklist

Listed below are some potential adviser roles which can be negotiated between student leaders and their adviser. This form is designed for advisers and student leaders to check off their "agreement level" on each of these potential adviser roles. *(Modified from resources from Eastern Oregon University)*

**"In performing the role of adviser, I believe that an adviser should..."**

Roles of the Adviser	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
Be a problem solving agent					
Be a counselor					
Be an information resource person					
Be an idea resource person					
Be a sounding board					
Be an administration's representative					
Be a student's representative					
Be a change agent in the organization					
Be an interpreter of university policies and procedures					
Be an analyzer of group process					
Be a guarantor of success for programs					
Be a personal role model for behavior					
Be an attendee at events					
Be a doer of student programs					
Be a coordinator/advocate for a balanced student program					
Provide continuity between years					
Be a developer/planner of new programs					
Be an educator of program philosophy and program skills					
Be a developer of student volunteers					
Be an educator/trainer of leadership and organizational skills (i.e., insure training happens, workshops, etc.)					
Be a maintainer of organizational records					
Work out personal conflicts of the group					
Be a financial supervisor					
Be an organizer of organizational meetings and activities					
Be responsible for election of the organization's officers					
Establish the goals and directions of the organization					
Be knowledgeable/expert in programming skills (i.e., contracts, legal issues, etc.)					
Be a double-checker of program production details					
Orient new officers to their roles/responsibilities					
Recruit new members to organization					
Be responsible for maintaining positive energy level in group					
Attend meetings					
Have the power to veto committee decisions					
Evaluate student volunteers					
Evaluate programs					
Take initiative in developing teamwork among the officers					
Veto decisions when violating objectives, bylaws, or policy					