

## A Cooperative Quiz for Advisors and Students

---

Sometimes students and advisors have different ideas and expectations of what role the advisor plays in a student organization. This exercise is designed to begin the discussion of the advisor's role and involvement in the student club.

### Directions:

- Print out two copies of the exercise. Give one copy to the club officers and one copy to the advisor.
- Read each statement concerning the role of the advisor carefully.
- The club officers should check off the box that best represents their views on the statement involving the advisor's role. The advisor should do the same on their form.
- After the officers and the advisor have finished the exercise, they should compare the similarities and differences between the two and have a discussion around areas of concern.
- After discussing all items, the officers and advisor can create a set of expectations for the year based on the discussion.

**Should the Advisor....**

<b>Attendance</b>	<b>Agree</b>	<b>Disagree</b>	<b>Not Sure</b>
Attend all regular meetings.			
Attend all officers meetings.			
Attend club's campus-wide activities.			
Attend club's internal activities.			

<b>Meeting Involvement</b>	<b>Agree</b>	<b>Disagree</b>	<b>Not Sure</b>
Assist in the preparation of meeting agendas.			
Call emergency meetings of the officers, if necessary.			
Inform members about possible violations of University policies or the club constitution.			
Provide personal viewpoint during discussions.			
Be quiet at meetings unless asked for input.			
Review minutes for accuracy before they are distributed.			

<b>Goal Setting Process</b>	<b>Agree</b>	<b>Disagree</b>	<b>Not Sure</b>
Participate in goal setting process.			
Provide feedback to officers on progress toward goals.			
Require committees to follow-up with advisors on progress towards goals, with frequent updates.			

<b>Club Development</b>	<b>Agree</b>	<b>Disagree</b>	<b>Not Sure</b>
Coordinate leadership development workshops.			
Research and present leadership development opportunities available on campus, etc.			
Explain University policies and procedures to members.			
Cancel events when poorly planned by students.			
Engage in conflict mediation when conflict arises among officers or members.			

<b>Representation</b>	<b>Agree</b>	<b>Disagree</b>	<b>Not Sure</b>
Speak on behalf of the club to the campus community.			
Speak on behalf of the club to the general public.			
Assist with mediating conflicts with the University administration, other clubs, or other entities.			
Have access to club social media accounts.			

<b>Elections</b>	<b>Agree</b>	<b>Disagree</b>	<b>Not Sure</b>
Attend all elections and ensure they are conducted fairly.			
Provide officers feedback on each candidate.			

<b>Additional Responsibilities</b>	<b>Agree</b>	<b>Disagree</b>	<b>Not Sure</b>
Receive copies of all official correspondence.			
Review and proof all official correspondence before distribution.			

**Should the Advisor....**

<b>Attendance</b>	<b>Agree</b>	<b>Disagree</b>	<b>Not Sure</b>
Attend all regular meetings.			
Attend all officers meetings.			
Attend club's campus-wide activities.			
Attend club's internal activities.			

<b>Meeting Involvement</b>	<b>Agree</b>	<b>Disagree</b>	<b>Not Sure</b>
Assist in the preparation of meeting agendas.			
Call emergency meetings of the officers, if necessary.			
Inform members about possible violations of University policies or the club constitution.			
Provide personal viewpoint during discussions.			
Be quiet at meetings unless asked for input.			
Review minutes for accuracy before they are distributed.			

<b>Goal Setting Process</b>	<b>Agree</b>	<b>Disagree</b>	<b>Not Sure</b>
Participate in goal setting process.			
Provide feedback to officers on progress toward goals.			
Require committees to follow-up with advisors on progress towards goals, with frequent updates.			

<b>Club Development</b>	<b>Agree</b>	<b>Disagree</b>	<b>Not Sure</b>
Coordinate leadership development workshops.			
Research and present leadership development opportunities available on campus, etc.			
Explain University policies and procedures to members.			
Cancel events when poorly planned by students.			
Engage in conflict mediation when conflict arises among officers or members.			

<b>Representation</b>	<b>Agree</b>	<b>Disagree</b>	<b>Not Sure</b>
Speak on behalf of the club to the campus community.			
Speak on behalf of the club to the general public.			
Assist with mediating conflicts with the University administration, other clubs, or other entities.			
Have access to club social media accounts.			

<b>Elections</b>	<b>Agree</b>	<b>Disagree</b>	<b>Not Sure</b>
Attend all elections and ensure they are conducted fairly.			
Provide officers feedback on each candidate.			

<b>Additional Responsibilities</b>	<b>Agree</b>	<b>Disagree</b>	<b>Not Sure</b>
Receive copies of all official correspondence.			
Review and proof all official correspondence before distribution.			