

# Advisor's Role: RSO Exercise

The purpose of this exercise is for the advisor and officers of the Registered Student Organization (RSO) to determine what role the advisor will play within the student organization.

**Directions:** The advisor and RSO officers should complete this form separately, and then meet to discuss their answers. For any items that are determined not to be the responsibility of the advisor, it would be valuable to clarify which officer will assume that task.

For each statement, respond according to the following scale: **1** = Essential for the advisor. **2** = Helpful for the advisor to do. **3** = Nice, but the advisor does not have to do it. **4** = Would prefer the advisor not do. **5** = Absolutely not in advisor's role.

Advisor Roles	Agree	Disagree	Not Sure
<b>Attendance</b>			
Attend all general organization meetings			
Attend all executive board meetings			
Attend organization's on-campus events/activities			
Attend organization's off-campus events/activities			
<b>Meeting Involvement</b>			
Assist in preparing meeting agenda			
Exert influence with officers between meetings			
Know all the meeting and event dates for the organization throughout the year			
Ability to call emergency meetings of the officers as needed			
Explain university policies and procedures to the organization when appropriate			
Speak up during discussion when advisor has important information, feedback, or feels group is about to make poor decision			
Be quiet during general meetings unless asked for input			
<b>Organization Development</b>			
Provide resources and ideas to the group			
Take an active part in formulating goals of the group			
Let the group work out its problems, including making mistakes			
Let the group thrive or decline on its own; do not interfere unless requested			
Instill teamwork, cooperation, and collaboration within the officers and membership.			
Cancel any events that advisor believes to have been inadequately planned			
Engage in mediation when conflict arises among officers or membership.			
Keep group aware of its stated goals, purpose, and objectives			
<b>Elections/Transitions</b>			
Attend all elections			
Provide officers feedback on each candidate.			
Take active part in officer transitions and training			
Hold onto all group materials/supplies during the summer and between officer transitions			
<b>Additional Responsibilities</b>			
Approve all room reservations and financial transactions			
Review and be aware of the organization's account statements			
Assist with mediating conflicts with the University administration, other organizations, or other entities.			
Receive copies of all official correspondence			

Adapted from Florida Atlantic University, Northwestern University, and ACPA Advisor Manual