



## Advisor/Student Leader Role Review Exercise

Advisors should initiate a meeting with their newly elected officers in order to openly discuss and agree upon the roles each person will fulfill within the organization. Advisors and students may use this exercise to clarify expectations and to determine the sharing of responsibilities.

*(This exercise is based on "Volunteer/Staff Role Review" by Michael Marx, Ph.D.)*

### **RECRUITMENT AND RETENTION OF MEMBERS**

**Whose job is it to:**

		<b>Circle One:</b>		
		Advisor	Student	Both
1.	Collect a list of potential members and contact them Regarding meetings and activities?			Both
2.	Promote the organization through informational sessions, The student newspaper, and letters to potential members?			Both
3.	See that additional members are recruited to carry out organizational programs and activities?			Both
4.	Properly orient new members to the organization?			Both
5.	Train new members as they take on leadership roles within the organization?			Both

### **MEETING PREPARATION**

1.	Select the date, time, and place for the meeting?	Advisor	Student	Both
2.	Handle arrangements for the meeting, such as room set-up, refreshments, and necessary materials or equipment?	Advisor	Student	Both
3.	Prepare the agenda for the meeting?	Advisor	Student	Both
4.	Send out a meeting reminder and a copy of the agenda?	Advisor	Student	Both
5.	Invite other members of the campus or community?	Advisor	Student	Both
6.	Make arrangements for any special presentations (videos, Speeches, etc.)?	Advisor	Student	Both
7.	Provide the background information or a situational analysis on a particular decision or agenda item?	Advisor	Student	Both

### **CONDUCTING MEETINGS**

1.	Provide the organization's policy perspective or position on certain issues during the meeting?	Advisor	Student	Both
2.	Provide the University's policy position on certain issues?	Advisor	Student	Both
3.	Delegate responsibilities and tasks to members?	Advisor	Student	Both
4.	Conduct the meeting and maintain order during discussion?	Advisor	Student	Both

5.	Reveal facts, share past experiences, or point out alternative approaches when members are making decisions?	Advisor	Student	Both
6.	Take minutes and see that they are typed and distributed?	Advisor	Student	Both
7.	Generate new ideas for ongoing or new programs?	Advisor	Student	Both
8.	Settle disagreements between members during the meeting?	Advisor	Student	Both

***FOLLOW-UP TO MEETINGS***

1	Mail out the minutes to members along with any additional reference materials?	Advisor	Student	Both
2.	Write and send thank-you letters?	Advisor	Student	Both
3.	Follow-up with committee chairs and event organizers?	Advisor	Student	Both
4.	Handle the routine business of carrying out program plans?	Advisor	Student	Both

***PROBLEM SOLVING***

1.	Confront members not fulfilling delegated responsibility?	Advisor	Student	Both
2.	Solve problems or conflicts involving members?	Advisor	Student	Both
3.	Solve problems or conflicts involving staff?	Advisor	Student	Both
4.	Answer questions and clarify procedures for members?	Advisor	Student	Both
5.	Answer difficult questions or address criticisms about organizational activities and decisions about the community?	Advisor	Student	Both
6.	Release sensitive information to the media?	Advisor	Student	Both
7.	Make budgetary decisions?	Advisor	Student	Both