



Advisor Expectations Checklist

Campus Life Office

309-341-7303

This checklist is designed for both the advisor and the student organization to determine and verify that both advisor and student(s) are adhering to their agreed upon roles and duties.

Both Chapter Advisor and Chapter President should complete this checklist separately, than meet to discuss each others answers, differences in answers, and expectations of each other.

Answer each question on a scale of 1-5, 1= Essential for the advisor to do, 2= Helpful for the advisor to do, 3=Helpful, but not necessary for the advisor to do, 4=Would like the advisor not to do it, 5= Not an advisor’s role.

Chapter Name:	Advisor	Student
Attend all chapter meetings		
Attend all executive board meetings		
Attend all chapter activities, meetings, & events		
Meet with Chapter President at least once each term		
Attend chapter meetings at least once a term		
Acts as a member of the group, except when voting/holding office		
Provide resources and ideas to the chapter		
Receive a copy of all meeting minutes		
Be quiet during chapter meetings unless called upon		
Be a part of officer transitions and training		
Mediate any or all conflicts within the chapter		
Can call officer meetings whenever they decide is necessary		

Let the chapter work out their own problems, even if it means making and learning from their own mistakes		
Speak up when they think the chapter is about to or has made a poor decision		
Explain Knox College policies when appropriate		
Explain Knox College policies to members once per year		
Help in goal making for the chapter at the start of each year		
Keep the chapter updated and aware of their progress towards their agreed upon goals		
Let the group operate on its own; only interfere if asked		

Adapted from University of North Carolina-Charlotte, University of Miami & Northwestern University

I, Chapter Advisor _____ for _____, hereby agree to the expectations as outlined in this document. I allow the Chapter President to hold me accountable to these expectations. The Chapter President may reach out to the Fraternity/Sorority Life Advisor for assistance and guidance as needed regarding my behavior as the Chapter Advisor if I do not adhere to or meet these expectations appropriately. I will reach out to the Chapter President or the Chapter President may reach out to me at any time during my appointment as Chapter Advisor to review or revise these expectations by filling out a new expectations document and having it signed.

I, Chapter President _____ for _____, hereby agree to hold the Chapter Advisor accountable to the expectations outlined in this document. I understand I may reach out to the Fraternity/Sorority Life Advisor for assistance and guidance as needed regarding the Chapter Advisor's adherence to these expectations. I will reach out to the Chapter Advisor or the Chapter Advisor may reach out to me at any time during their appointment as Chapter Advisor to review or revise these expectations by filling out a new expectations document and having it signed.

Chapter Advisor Signature _____ Date _____

Chapter President Signature _____ Date _____

Fraternity/Sorority Life Advisor Signature _____ Date _____