

**ALPHA LAMBDA DELTA ACADEMIC HONOR SOCIETY**

**ADVISOR EXPECTATIONS**

It is very important that the advisor and the student officers communicate their expectations to each other. The advisor should be very clear about the things they will do, and the things they will not do. Of course, the expectations will vary according to the needs of the chapter and the advisor.

It is recommended that when you first become an advisor you have a meeting with the officers of the chapter to discuss expectations and goals for both parties. It is also helpful to have these meetings once a year or when there is turnover in the officer positions.

Use the following list of expectations to facilitate this meeting.

**Checklist of Expectations**

You are not expected to do all of these things, nor are you expected to carry the weight of the organization on your back. So be very clear and upfront with the officers about what you are able and willing to do. The membership of ALD chapters changes each semester and year, and that is typical. The focus on some of your duties may change each semester.

Directions: This checklist is designed to help advisors and student officers arrive at a clear and mutually agreed upon role for the advisor. The advisor and each executive officer should respond to the following items and meet to compare answers and “iron out” any differences. For items which are determined not to be the advisor’s responsibility, it would be valuable to clarify which officer will assume that responsibility.

For each of the following statements, respond on a scale of 1 - 4 how important this function is:

1 - Essential for the advisor to do

2 - Nice, but not essential

3 - Not an advisor’s role

4 - Does not apply to our chapter

* Attend general meetings.
* Attend officer meetings.
* Help the president prepare the agenda before each meeting.
* Check the secretary’s minutes before they are distributed.
* Remind officers/members of deadlines and calendar events.
* Be available to meet with the President/Chair before each meeting.
* Speak up during discussion if you have relevant information, but otherwise let the students run meetings.
* Behave as an active member of the chapter – showing interest in activities, dedication to organization, volunteer for appropriate tasks, etc. (except for voting and holding office).
* Provide alternative thoughts or contributions to help students see both sides of an issue.
* Attend chapter activities, on and off campus.
* Oversee and control all chapter funds.
* Request to see the Treasurer's books at the end of each semester and assist when needed with financial matters.
* Check major correspondence before it is sent.
* Provide continuity by acting as a custodian of chapter paraphernalia, records, etc., during the summer and during officer transitions.
* Keep the official files and copies of official correspondence in your office, if needed.
* Inform the organization of infractions of its bylaws, codes, and standing rules.
* Keep the chapter aware of its stated objectives when planning events.
* Mediate interpersonal conflicts that arise
* Inform the organization of leadership opportunities in which members can participate.
* State advisor responsibilities to the chapter at the beginning of each year. Let the group work out problems, including making mistakes and “doing it the hard way.”
* Encourage an evaluation of each activity by those students responsible for planning it and all members.
* Encourage teamwork and cooperation among the officers of the organization.
* Be familiar with university facilities, services, and procedures that affect chapter activities.
* Positively represent and recognize the organization in your university capacity, if applicable.
* Recommend programs, speakers, etc.
* Provide a written calendar of events for each semester.
* Consultation regarding planned events or programs.
* Accurate record-keeping.
* Commitment to a smooth officer transition.
* Awareness of University policies.
* Sensitivity to the academic nature of university life (i.e. no meetings scheduled during Finals Week) and support of the University's mission.
* Keeper of all passwords, bank account information, etc.