

THE ROLE OF THE FRATERNITY/SORORITY ADVISOR

The following rating scale presents a list of fifty (50) expectations that student leaders may have of their advisors. The purpose of this rating scale is to assist advisors and student leaders (officers) in developing clear and mutually agreed upon roles of the advisor in the chapter's affairs.

Directions: Each student officer and the advisor should respond to the following items and then meet to compare responses and resolve differences. For those items which are determined not to be the responsibility of the advisor, it would be valuable to clarify which officer should assume that particular responsibility. For each of the following statements, respond on a scale of 1-5 with regard to the "importance" of each function.

1 = Essential as part of the advisor's role

2 = Helpful for the advisor to do

3 = Nice, but the advisor does not have to do

4 = Would prefer the advisor not to do

5 = Absolutely not the advisor's role

The chapter advisor is expected to:

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| 1 2 3 4 5 | 1. Attend all chapter meetings. |
| 1 2 3 4 5 | 2. Attend all executive board meetings. |
| 1 2 3 4 5 | 3. Call meetings of the executive board when s/he believes it is necessary. |
| 1 2 3 4 5 | 4. Explain national/university policy when relevant to the discussion. |
| 1 2 3 4 5 | 5. Explain national/university policy to the executive board and depend upon the officers to carry it out through their leadership. |
| 1 2 3 4 5 | 6. Explain International/university policy to the entire membership at a chapter meeting once a year. |
| 1 2 3 4 5 | 7. Meet with the president at least once each week, either in person or by phone. |
| 1 2 3 4 5 | 8. Help the president prepare the agenda before each meeting. |
| 1 2 3 4 5 | 9. Serve as a parliamentarian for the chapter. |
| 1 2 3 4 5 | 10. Initiate ideas for discussion when s/he believes they will help the chapter. |
| 1 2 3 4 5 | 11. Speak up during discussion when s/he has relevant information. |
| 1 2 3 4 5 | 12. Speak up during discussion when s/he believes the chapter is likely to make a poor decision. |
| 1 2 3 4 5 | 13. Be quiet during chapter meetings unless called upon. |
| 1 2 3 4 5 | 14. Exert his/her influence with officers between meetings. |
| 1 2 3 4 5 | 15. Take an active role in formulating the goals of the chapter. |
| 1 2 3 4 5 | 16. Attend all chapter activities. |
| 1 2 3 4 5 | 17. Attend and participate in all ritual ceremonies and programs. |
| 1 2 3 4 5 | 18. Participate in all internal judicial proceedings/hearings involving individual behavior. |
| 1 2 3 4 5 | 19. Require the treasurer to clear all expenditures with him/her before making financial commitments. |

- 1 2 3 4 5 20. Request to see the treasurer's books once or twice during the semester/quarter.
- 1 2 3 4 5 21. Check all the secretary's minutes before they are written in final form.
- 1 2 3 4 5 22. Receive a copy of all minutes.
- 1 2 3 4 5 23. Get a carbon copy of all official correspondence.
- 1 2 3 4 5 24. Inform the chapter of infractions of their constitution, bylaws, policy, and rituals.

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2 = Helpful for the advisor to do

3 = Nice, but the advisor does not have to do

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The chapter advisor is expected to:

- 1 2 3 4 5 25. Keep the chapter aware of its stated objectives when planning events.
- 1 2 3 4 5 26. Veto a decision when it violates a stated objective, bylaw, or policy.
- 1 2 3 4 5 27. Veto a decision when it violates a national/university policy.
- 1 2 3 4 5 28. Mediate interpersonal conflicts that arise.
- 1 2 3 4 5 29. Be responsible for planning leadership skills workshops.
- 1 2 3 4 5 30. Let the chapter work out its problems, including making mistakes and "doing it the hard way."
- 1 2 3 4 5 31. Insist on a written plan prior to each activity by those students responsible for planning it.
- 1 2 3 4 5 32. Insist on an evaluation of each activity by those students responsible for planning it.
- 1 2 3 4 5 33. Take the initiative in creating teamwork and cooperation among the officers.
- 1 2 3 4 5 34. Let the chapter thrive or decline on its own merits; do not interfere unless requested to do so.
- 1 2 3 4 5 35. Represent the chapter in any conflicts with members of the national/university staff.
- 1 2 3 4 5 36. Attend national conferences, conventions, and regional programs.
- 1 2 3 4 5 37. Actively recruit other alumni to serve in advisory capacities.
- 1 2 3 4 5 38. Take an active part in the orderly transition of responsibilities between old and new officers during each transition.
- 1 2 3 4 5 39. Approve all candidates for office in terms of scholastic standing (GPA) and check periodically to ensure that officers are maintaining the required average.
- 1 2 3 4 5 40. Cancel any activities when s/he believes they have been inadequately planned or are in clear violation of policy.
- 1 2 3 4 5 41. Provide a sense of consistency and stability from year-to-year.
- 1 2 3 4 5 42. Legitimate the actions of the chapter for the national/university and parents of members.
- 1 2 3 4 5 43. Be responsible for actions of the chapter.

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- 1 2 3 4 5 44. Represent the interests of the national fraternity/sorority.
- 1 2 3 4 5 45. Serve as a consultant for the chapter.
- 1 2 3 4 5 46. Be familiar with the college/university facilities, services, and resources for students.
- 1 2 3 4 5 47. Seek out information and become actively educated on current trends and issues affecting today's students.
- 1 2 3 4 5 48. Recommend programs, initiatives, speakers, etc.
- 1 2 3 4 5 49. Be custodian of all group paraphernalia, records, etc., during the summer and during officer transition.
- 1 2 3 4 5 50. Keep the official chapter files in his/her possession.
- 1 2 3 4 5 51. Other:
- 1 2 3 4 5 52. Other:

