



## **ADVISING EXPECTATIONS & SHARED EXPECTATIONS**

From AFA: A "How To" Guide for Advisor Training, Pg. 45-47

The advisor and student should have an open, honest relationship and have the opportunity to share ideas, receive feedback, and build trust. This responsibility of relationship building rests within each individual. In order to recognize each other's various roles and responsibilities, time should be taken to discuss expectations. Some advisors provide a simple list of expectations for all organizational leaders such as:

- 1. Create some "How are you doing?" time**
- 2. Review the last meeting and any issues that need follow-up**
- 3. Discuss the agenda for next meeting**
- 4. Talk about areas of concern**
- 5. Share successes**
- 6. Discuss group dynamics**
- 7. Support the chapter during challenging times**
- 8. Serve as a reality check for organizational policies and procedures**
- 9. Challenge the leaders and members to continually strengthen the chapter and help provide a healthy, safe, and positive fraternal experience.**
- 10. Serve as a coach and mentor to chapter leaders**
- 11. Serve as a role model for life-long membership**

**ADVISING EXPECTATIONS  
STUDENT/ADVISOR EXPECTATIONS WORKSHEET**

**EXPECTATIONS I HAVE OF  
COLLEGIANS:**

**1.**

**2.**

**3.**

**4.**

**5.**

**6.**

**7.**

**8.**

**9.**

**10.**

**EXPECTATIONS I BELIEVE  
COLLEGIANS HAVE OF ME:**

**1.**

**2.**

**3.**

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**5.**

**6.**

**7.**

**8.**

**9.**

**10.**

## **ADVISING EXPECTATIONS SAMPLE STUDENT/ADVISOR AGREEMENT**

**This agreement is designed to enhance and strengthen the relationship between the advisor and the members of the chapter. It describes the expectations, responsibilities, and rights of both parties. If you are an experienced advisor or don't feel the need for a written document, this could be used as a good tool for discussion.**

**This could also be used as a tool for evaluating the relationship between the advisor and the members of the organization. It could be used as a guideline for establishing boundaries and parameters for both the members and the advisor. You might want to review the document after the officer training and transition period and add or delete any statements with each new team of officers. Work together with committee leaders or the executive board to discuss specific rights and responsibilities you would add in Section II.**

### **SECTION I: GENERAL RIGHTS AND RESPONSIBILITIES OF ADVISOR**

- 1. The advisor is expected to understand the purpose and objectives of the general fraternity/sorority and the chapter.**
- 2. The advisor is expected to have or obtain knowledge about college/university policies and procedures that impact student organizations.**
- 3. The advisor is expected to have or obtain knowledge about general fraternity and sorority policies and procedures that impact undergraduate chapters.**
- 4. The advisor is expected to attend regular chapter meetings and functions. Specific details may be included in Section II.**
- 5. The advisor is expected to encourage members to take advantage of opportunities to enhance their leadership and group skills.**
- 6. The advisor is expected to encourage members to take advantage of opportunities to enhance their leadership and group skills.**
- 7. The advisor is expected to provide assistance in the areas of budget development, major expenditures, and financial record keeping.**

8. The advisor is expected to provide positive and constructive feedback and confront inappropriate behavior in members that he/she deems to be detrimental to the individual and/or other members of the organization.
9. The advisor is expected to treat members as mature individuals who possess dignity, worth, and self-direction.
10. The advisor has the right to a private life.
11. The advisor has the right to disagree with chapter decisions.

## **SECTION II: SPECIFIC RIGHTS AND RESPONSIBILITIES OF ADVISOR**

1.

2.

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### **SECTION III: GENERAL RIGHTS AND RESPONSIBILITIES OF CHAPTER MEMBERS**

- 1. Members are expected to understand the purpose of the general fraternity/sorority and pursue activities that fulfill its purpose. It is understood that the objectives of the chapter will be compatible with the objectives of the general fraternity/sorority and the college/university and not in violation of college/university, local, state, and federal regulations and statutes.**
- 2. Members are expected to attend meetings and functions. Specific details can be included in Section IV.**
- 3. Officers are expected to inform and involve members and the advisor prior to making any financial commitments. The advisor and the members of the chapter may wish to define what expenditures should be reviewed by the advisor (use Section IV).**
- 4. Members are expected to take advantage of opportunities to enhance their skills (i.e. participation in convention, national leadership academy, regional leadership programs, etc.).**