



## Registered Student Organization Advisor Checklist

This checklist provides a general overview of expectations that advisors and student leaders may agree upon. In addition, the checklist incorporates key actions the advisors should ensure student organizations are completing.

### General Advisor Expectations Checklist

- Attend general meetings as necessary.
- Attend officer meetings and/or connect frequently with officers.
- Attend group activities when able.
- Explain relevant university policies to officers and general membership once a year (i.e., during training).
- Assist the president in preparing agendas.
- Speak up during discussions when the organization requires guidance on next steps and/or if the organization is likely to make a poor decision; this is a careful balance.
- Speak less during general meetings; be present by observing.
- Be active in assisting the organization in formulating goals.
- Initiate ideas for discussion when you believe it will benefit the organization.
- Be one with the organization except for voting, holding office, or conducting business on behalf of the group.
- Review organization finances with the treasurer before commitments are made.
- Request to see the treasurer's record keeping at the end of each quarter or semester.
- Check the minutes and any official correspondence before they are distributed in final form.
- Be custodian for group paraphernalia and records in times of officer transition.
- Keep official files in your office.
- Keep the group aware of deadlines and objective when event planning.
- Mediate interpersonal conflicts.
- Organize leadership skill workshops.
- Allow the organization to work out its problems, including mistakes when appropriate.
- Encourage evaluation and assessment on events and end of year organization/individual performance.
- Familiarize yourself with facilities, services and procedures that affect organization activities.
- Ask if the organization has been checking their mailbox in CAIC.
- Ask the president how the rest of the organization members are doing (officers and general members).
- Remind the organization to utilize WaveLink – especially with event submissions and roster management updates.

### Important Yearly Deadlines

- Re-Registration for General Student Organizations: September.
- General Event Publicity: Have events on WaveLink at least 3 weeks in advance.
- UNCWelcome Event Publicity: Have events on WaveLink by early May.
- Involvement Carnival Registration: Register on WaveLink between April and July.
- UNCWelcomeBack Event Publicity: Have events on WaveLink by early December.
- Spring Involvement Fair Registration: Register on WaveLink between early December and mid-January.
- Dub Awards Nominations: Submissions on WaveLink between late November and early February.
- Summer Involvement Fair Registration: Register on WaveLink between early April and late May.
- Update WaveLink Organization Rosters: Immediately following graduation or a completed officer transition.
- SGA Program & Travel Funding Requests: Review at [uncw.edu/studentorgs/sga/funding](http://uncw.edu/studentorgs/sga/funding)

For additional questions, please email Campus Activities & Involvement Center at [activities@uncw.edu](mailto:activities@uncw.edu).

REVISED: April 2020