

Advisor's Start-up Checklist

General

Advising Prep Work (by phone before classes begin?)

- _ Establish semester's appointments schedule with president
- _ Establish with president and execs: semester's regular exec meeting dates, times and first location
- _ Establish with president and execs: semester's regular senate meetings dates, times and first locations
- _ Advisor (and/or president) letter or e-mail or phone message to all execs, welcoming them back and specifying details from what is established above (where to be when, etc.)

NOTES:

Hall President

Initial (90-minute!) Appointment Checklist

(contact president before first day of classes for meeting early that week)

- _ Personal background
- _ Each one's roles in one-on-one appointments
- _ Each one's role in exec meetings
- _ Each one's role in senate meetings
- _ How to handle conflicts with each other
- _ Agreed-upon, mutual expectations (include confidentiality) of one another (and how they will be revisited later)
- _ Roles of other execs (from Constitution)
- _ Agenda for first exec meeting
- _ Promotion and building of enthusiasm for Senate Retreat
- _ Standard agenda for regular advisor-president appointments
- _ Standard agenda for regular exec meetings
- _ Roughed out ideas for developing exec group through the semester
- _ Follow-up note of appreciation and wrap-up to president
- _ Other:

NOTES:

Executives

Initial (90 minute!) Exec Meeting Checklist

(contact execs early to meet no later than first week of classes)

- _ Personal backgrounds
- _ Review of what was discussed in president-advisor appointment
- _ Clarify roles
- _ Establish agreed-upon, mutual expectations (and how they will be revisited later)
- _ Agenda for Senate Retreat
- _ Promotion and building of enthusiasm for Senate retreat (agenda sent out in advance)
- _ Exec objectives for the semester
- _ Agenda items for next exec meeting
- _ Advisor and president follow-up thank you notes to each exec
- _ Other:

NOTES:

Senate Retreat

Senate Retreat Agenda (2 hour, with refreshment break)

- Welcome
- Introductions of everyone
- Thanks (by names) for any hall opening things that were done
- Icebreaking
- Purpose of group (from constitution and advisor/president)
- Roles of execs and members
- Relationship of group to houses and Residence Leadership Council
- Funding and budget
- Recent accomplishments
- Meeting schedule for semester
- Standing agenda for the semester (additional ideas from group?) and how it will be formed and disseminated in advance (e-mail?)
- Minutes (how to use them and when and how they'll be disseminated)
- Vision statement development
- Establish mutual expectations (and how they will be re-visited later)
- Semester fund allocation between Senate and houses
- Semester goal-setting and funding ceilings for Senate
- Other:

Community

Source URL: <http://uni.edu/dor/housing/advisor-checklist>