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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