**Moderator Expectations Checklist**

Name of Student Group:

Instructions and Recommended Use:

Listed below are some expectations which can be negotiated between student leaders and their club moderator. The checklist is designed to help moderators and officers arrive at a clear and mutually agreed upon moderator role. The student officers and moderator should each complete this checklist by ranking the following items based on moderator participation/responsibility for each item. Student officers should then meet with the moderator to compare answers and discuss differences. For items that are determined not to be the moderator’s responsibility, it is important to establish whose responsibility it will be.

This checklist can be completed and referenced at any time, but highly encourage its use during club leadership transition/club re-registration and/or at the beginning of each academic year, to reset expectations of the officer-moderator working relationship.

**Rating System**

1. Not a moderator’s responsibility
2. Optional responsibility
3. Occasional responsibility
4. Essential responsibility

* Take an active part in formulating the goals of the group.
* Take the initiative in developing teamwork, cooperation, and cohesion among the officers.
* Take point in organizing club officer roles and responsibilities, including assigning projects and tasks.
* Attend all general club meetings.
* Attend all executive board meetings.
* Call executive board meetings when believed to be necessary.
* Attend all club activities, meetings, events, etc.
* Meet with the club’s lead officer before each meeting.
* Help officers prepare an agenda before each meeting.
* Initiate ideas for discussion as the moderator sees fit.
* Veto a decision or reject a club event for any of the following: violates a stated objective, by-laws or University policy, for inadequate planning, or is unsafe.
* Recommend programs/events, speakers, professional development opportunities, etc.
* Support evaluation/assessment of each activity by the officers/members responsible for planning.
* Take an active part in the orderly transition of responsibilities between old and new officers at the end of the year.

Moderator Responsibilities Consistent Among All RSOs:

1. Be familiar with University resources and procedures that affect group activities (includes participation in annual club moderator training).
2. Serve as a liaison between student leaders and the Office of Student Engagement.
3. Represent the club in any conflicts/violations with University staff.
4. Other stated responsibilities can be found in the Club Moderator One-Pager on the RSO website.

Notes: