



Associated Students of Western Washington University
Minority Employment Council/Task Force Underrepresented Student
Employment Committee Charge & Charter
January 2012

I. CHARGE

~~Oversees the hiring practices and recommends improvements to assure underrepresented students have equal opportunity in the AS. Advocate, identify and make the Personnel Director aware of diversity issues that arise. Advises and makes recommendations in promoting diversity in hiring for the AS. To~~ actively advance the AS Strategic Plan focus on Inclusion by assessing the AS employment experience for students from under-represented groups to insure equal opportunity in hiring and a positive work environment. In particular the committee will.

- Liaison with the AS Personnel Office regarding the recruitment and hiring practices to insure the broadest possible participation in the AS employment opportunities.
- Consider all aspects of AS employment to support a positive work experience for students from under-represented groups. Consider training/development experiences for AS employees that will best support a culture of inclusion through the development of cultural competency skills and practices.
- Provide recommendation to the AS Personnel Office, AS Personnel committee, and AS Board, as appropriate, regarding the listed elements.

II. MEMBERSHIP

Vice President for Diversity, Chairperson
Resource and Outreach Programs Director
Womens Center Representative
Ethnic Student Center Representative
Queer Resource Center Representative
Disability Outreach Center Representative
Veterans Outreach Center Representative
AS President (optional)
Personnel Director, or designee (optional)
~~Director of Student Activities or designee.~~ Advisor (non-voting)

III. CHAIR

The Chairperson shall be the Vice President for Diversity. The Chairperson shall convene the meetings, approve agendas, and preside at all meetings. The Vice-Chairperson shall be selected at the discretion of the ~~task force~~committee and acts in the absence of the Chairperson.

IV. MEETINGS

Meetings shall be called by the Chair. The ~~task force~~committee shall meet at least once per quarter, with a minimum of twenty four (24) hours notice. Meetings may also be called by any member with support of at least twenty-five (25%) of the seated, voting membership.

V. VOTING

Decisions shall be made by consensus. If consensus cannot be made, any voting member can make a motion. In order for a motion to pass it must obtain a majority of the legal votes cast. An abstention shall not count as a legal vote cast.

VI. QUORUM

A majority of the voting membership shall constitute a quorum. If a quorum is not present, the Chair will adjourn the meeting and reschedule to a new day and hour.

- | **VII. SUBCOMMITTEES** In order to provide for coordination and direction, the ~~task force~~committee may establish subcommittees as necessary. Unless otherwise noted, these groups shall follow the provisions of the ~~task force~~committee with respect to procedure.
- | **Viii. RULES OF OPERATION** The ~~task force~~committee may adopt and amend rules of operation governing its operation by a majority vote of the ~~task force~~committee, subject to review or approval by the AS Board of Directors.
- | **IX. AMENDMENTS** This Charter may be amended by a majority vote of the AS Board of Directors .
- | **X. REPORTAGE** This ~~task force~~committee shall report to the AS Board of Directors through the Vice President for Diversity.