



**Associated Students of Western Washington University**  
**Underrepresented Student Employment Committee Charge & Charter**  
**January 2012**

**I. CHARGE**

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 (ex-officio, non-voting)  
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 committee and acts in the absence of the Chairperson.

**IV. MEETINGS**

Meetings shall be called by the Chair. The 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.

**VH. SUBCOMMITTEES** In order to provide for coordination and direction, the committee may establish subcommittees as necessary. Unless otherwise noted, these groups shall follow the provisions of the committee with respect to procedure.

**VHL RULES  
OF OPERATION**

The committee may adopt and amend rules of operation governing its operation by a majority vote of the 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 committee shall report to the AS Board of Directors through the Vice President for Diversity.