



Associated Students of Western Washington University
Underrepresented Student Employment Committee Charge & Charter
October 2017

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:

- Establish and review recommendations on social issues within the Associated Student (AS) of Western Washington University.
- 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 as well as working environment in different offices in the AS 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.

MEMBERSHIP

AS Vice President for Diversity, Chair
AS Womxn's Identity Resource Center Asst. Coord, for Advocacy and Peer Support
AS Ethnic Student Center Internal Coordinator
2-4 AS Employee Representatives
AS Personnel Director, or designee (non-voting)
Coordinator of Equity and Identity Resource Center, Advisor (non-voting)

II. 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.

III. 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 percent (25%) of the seated, voting membership.

IV. 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.

V. 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.

VI. 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.

**VII. 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.

VIII. AMENDMENTS

This Charter may be amended by a majority vote of the AS Board of Directors .

IX. REPORTAGE

This committee shall report to the AS Board of Directors through the Vice President for Diversity.