



**Associated Students of Western Washington University**  
**AS Revitalization Of Business & Operations Taskforce (ROBOT)**  
**Committee Charge & Charter**  
**August 2017**

**I. CHARGE**

The AS Revitalization Of Business & Operations Taskforce, hereafter referred to as “ROBOT”, is charged to (1) identify key areas of deficiency within the internal operations of all Associated Students programs, services, and the facilities in which they operate (2) develop processes that address deficiencies and plans to implement those processes (3) implement AS Centralized Services branch of new AS structure. Additionally, specific areas of need that currently under review are listed as follows: AS Budget Process, AS Budget Training, Assessment Process, Hiring Processes (Outreach, Processing, Internships), Legacy Document Procedures, Fall Staff Training Base Standards, AS Website, AS Media and Marketing Strategy, other issues as they arise.

**II. MEMBERSHIP AS Vice President for Business & Operations**

AS Business Director  
AS Assessment Coordinator  
AS Personnel Director  
AS Communications

Advisor?

**III. CHAIR**

The Chairperson shall be the Vice President for Business & Operations. The Chairperson shall convene the meetings, approve agendas, and preside at all meetings. The Vice-Chairperson shall be AS Business Director and acts in the absence of the Chairperson.

**IV. MEETINGS**

Meetings shall be called by the Chair. The committee shall meet once per week with a minimum of twenty four (24) hours notice. Meetings may also be called by any member with support of a majority of the voting membership.

**V. VOTING**

As this committee has no final decision making authority, voting is not necessary.

**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 committee may establish subcommittees as necessary. Unless otherwise noted, these groups shall follow the provisions of the committee with respect to procedure.

**VIII. 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 VP for Business & Operations.