



# AS FINANCE COUNCIL

A summary of proposed changes

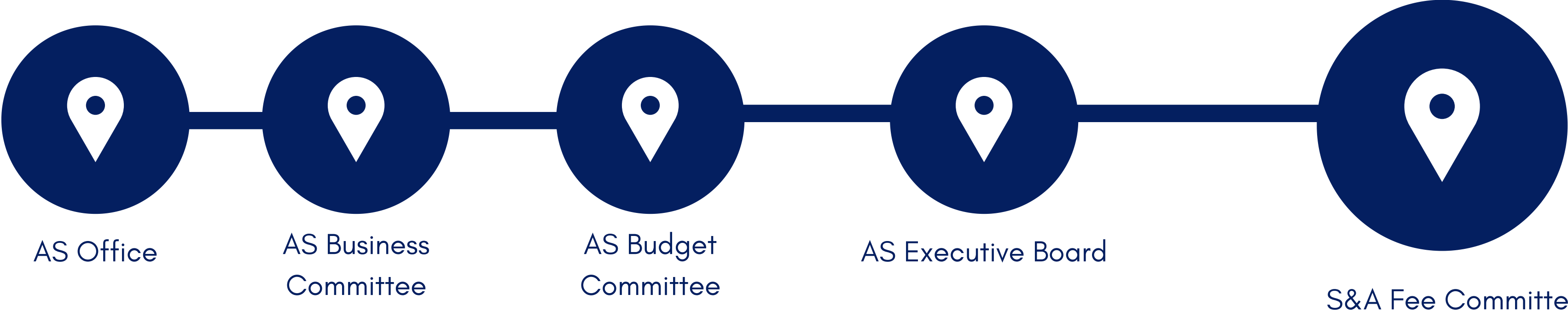
# QUICK VIEW

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- The AS Board of Directors (now Executive Board) traditionally managed every aspect of the AS, including the money.
- As a result of the AS restructure, the Executive Board (and Student Senate) now exist to represent student needs in university admin structures.
- Currently, no board is directly in charge of managing AS funds.
- The AS Finance Council is proposed to act as a consolidated body to manage AS funds.
- The Finance Council has membership of the Executive Board, Student Senate, AS Offices, and a student at-large to ensure that every voice is heard.

# THE OLD WAY

This is how the budget process used to work.



# PROBLEMS

with the old way

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## TIME

In recent years, the final AS Budget has never been ready for the S&A Fee Committee process because of the time consuming budget process. Instead we present an incomplete version.

## FOREST V. TREES

When evaluating the budgets, student staff/elected officials often don't have context for line item requests. We spend too much time looking at the trees when we need to make decisions about the forest.

## RESTRUCTURE COMPATABILITY

The old budget process and financial policies aren't compatible with the new ASWWU constitution. We need a solution to integrate the new roles of the Executive Board and Student Senate.



# INTRODUCING A DIFFERENT IDEA...

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## VALUES:

### TRUST

Built on a foundation of trust: unnecessary bureaucracy slows us down and prevents us from doing our best work. The people doing the work know best how money needs to be spent.

### SIMPLICITY

Consolidating steps while maintaining student voices where they count will allow us to present a completed AS Budget to the S&A Fee Committee on time. Having a simple structure allows access to more people (its easier to understand and contribute to).

### REPRESENTATION

The primary stakeholders of the AS Budget Process are AS Offices. Now they have a voice at the table while including the Executive Board, Student Senate, and a student at-large to act as the student body voice.

# THE NEW PROCESS

This is how the budget process would work with the AS Finance Council.



AS Office

AS Finance Council

S&A Fee Committee

# AS FINANCE COUNCIL

## MEMBERSHIP

AS BUSINESS DIRECTOR (CHAIR, NON-VOTING)

AS PRESIDENT (VICE-CHAIR)

AS VICE PRESIDENT

AS SENATE PRO TEMPORE

AS STUDENT SENATOR

1 REPRESENTATIVE OF AS RESOURCE OFFICES

1 REPRESENTATIVE OF CENTRAL SERVICE OFFICES

1 REPRESENTATIVE OF AS ACTIVITIES OFFICES

1 STUDENT-AT-LARGE

BUSINESS MANAGER (ADVISOR)

ASST. DIRECTOR FOR STUDENT REP. & GOV. (ADVISOR)

SECRETARY (NON-VOTING)

# AS FINANCE COUNCIL

## WHAT WILL IT DO?

- Review overall budget proposals (not individual line items) and major changes for AS offices' yearly budgets.
- Voting on the final AS Budget to present to the S&A fee committee.
- Reviewing grant proposals from AS Reserves.
- Revising and approving AS policies that relate to finances.
- Sending the final budget & grant proposals over \$20,000 to the Executive Board & Student Senate as consent items.



# POLICY CHANGES

**These policies would be under the AS Finance Council:**

- AS Wage Policy
- Carrying Over AS Funds
- Food & Beverage Policy
- Reserves Policies
- Transfer Policy

*To read these policies, click here.*

**Specific funding boards like Activities Council and the SEF Committee have the power to edit their own guidelines.**

# AS FINANCE TRAINING

**The AS Finance Council Members will receive the following training modules:**

- Where does our money come from? (general WWU fund structure)
- Decision making processes in AS fund management
- Power dynamics and resource allocation in the AS
- Ethical use of student fees: laws, policies, and morals
- Unconscious bias and decision making
- Explanation of each individual AS Budget
- AS Reserves, current pilot projects, grant evaluation tools
- Long term goals setting, values, & organizational budgeting

**The Asst. Director for Rep. & Gov., Business Manager, and Business Director will work together to develop and implement consistent training. Each Finance Council meeting will begin with a short refresher.**

# QUESTIONS & FEEDBACK

from AS employees & advisors

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## WHO WILL APPOINT THE AS OFFICE REPRESENTATIVES?

In the future, the Student Activities Board would appoint a representative of AS activities, etc. For now, a request for reps will go out to the office advisors. If there is more than 1 nominee per area, each person will submit a short statement and the Finance Council advisors will make a final decision.

## HOW WILL WE MAINTAIN ACCOUNTABILITY IN DEALING WITH AS MONEY?

Before the restructure, the AS Board had unilateral authority over AS money. Internally, the Finance Council will be held accountable by having representatives from each area of the AS to provide perspective on their respective areas.

Externally, the Finance Council will be held accountable by the Executive Board & Student Senate. The student at-large will provide perspectives from outside the AS.

## HOW WILL THE PROCESS BE ACCESSIBLE?

Instead of requiring students to perform line-by-line reviews of long Excel spreadsheets, the Finance Council will review a simple summary of the each budget outlining major changes. The Business Director and Fiscal Specialist will work with budget authorities to perform line-by-line, clerical reviews of budgets. The Finance Council will receive specialized training to provide the necessary context and skills to make good decisions. No prior experience is required. The Finance Council meetings are public and will be well publicized to allow any student or community member to voice their opinions.

## CAN IT WAIT?

Well, yes. We could evaluate the budget process as part of the Restructure Committee work, and implement a new process next year. However, budgets this year are due on December 13th and the S&A Fee Committee begins meeting in January. Without approving the AS Finance Council, or another proposal, we are left without a budget process or structure for managing AS funds.

## WHY ISN'T THE CHAIR AN ELECTED OFFICIAL?

The ASVP for Business & Operations positions was removed from the Executive Board in the AS Restructure. There was a recognition that doing finance work required prior experience & skills. Because the Business Director is a hired position, the AS can search for a hire a candidate that demonstrates these skills, which are important to be able to synthesize budgets and provide training to the AS Finance Council. It would be good practice to have elected officials serve on the hiring committee for the Business Director to represent student voice in this process.

## HOW WILL THE COUNCIL BE EVALUATED?

Every committee/council/board in the AS should be rigorously evaluated to see if we're meeting our objectives. The Finance Council will be evaluated by identifying a mission, outcomes, and values at the beginning of the process. On a regular basis, we will evaluate progress on these outcomes, mission, and values. The AS Restructure Committee should evaluate the role that this council will play in conjunction to the Student Activities Board. At the end of the year, changes (or dissolution) can be made by the Executive Board & Student Senate.



# Associated Students of Western Washington University Finance Council Charter

## I. GRANTED AUTHORITIES

The Associated Students Finance Council shall ethically and responsibly manage Associated Students funds by:

- Allocating operating funds to AS Office and Programs designated to the Associated Students by the Services and Activities Fee Committee.
- Approving the final AS Operating budget to be submitted to the Services and Activities Fee Committee.
- Reviewing and approving grant proposals to be funded from AS Reserves.
- Revising and approving AS fiscal policies.
- Referring the final AS Operating Budget and grant proposals over \$20,000 to the AS Executive Board and AS Student Senate as consent items.

## II. MEMBERSHIP

### Voting:

AS President (Vice Chair)

AS Vice President (appointed by the AS Executive Board)

AS Senate Pro Tempore

AS Student Senator (appointed by the AS Student Senate)

1 Student at-large (appointed by the AS Business Director)

1 AS Employee from the following resource programs: Ethnic Student Center, Student Advocacy and Identity Resource Centers

1 AS Employee from the following central service programs: Communications, Personnel, Publicity Center, AS Review, Assessment

1 AS Employee from the following activities programs: Productions, Environmental and Sustainability Programs, the Outback Farm, Club Activities, KUGS FM, the Outdoor Center

### Non-voting:

AS Business Director (Chair)

Business Manager (Advisor)

Assistant Director for Representation and Governance (Advisor)

Secretary

## III. CHAIR

The Chairperson shall be the AS Business Director. They shall convene the meetings, develop agendas, and preside at all meetings. The Vice Chairperson shall be the AS President who will act in place of AS Business Director in their absence.

## IV. MEETINGS

Meetings shall be called by the Chair. The committee shall generally meet every other week 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.

## **V. VOTING**

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. In case of a tie, the AS Business Director shall act as a voting member. The council shall only vote electronically if action is required before the next available meeting time.

## **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. RULES OF OPERATIONS**

This council shall abide by parliamentary procedure during all meetings and may adopt additional rules of operations by a majority vote of the council's membership.

## **VIII. AMENDMENTS**

This charter may be amended by a majority vote of both the AS Executive Board and the AS Student Senate.

## **IX. DISSOLUTION**

The AS Finance Council is a permanent council of the Associated Students of Western Washington University. The AS Finance Council may be dissolved by a majority vote of both the AS Executive Board and the AS Student Senate.