



## **AS Senate Reform Task Force Charge and Charter**

**Proposed Motions:** Approve the AS Senate Reform Task Force Charge and Charter with the understanding that the AS Board Member present at meetings should be kept as consistent as possible.

**Persons of Contact:** Kaylee Galloway (VP for Governmental Affairs)

**Guest:** Glen Tokola (Senate Reform Staff Person)

**Date:** November 1, 2013

### **Attached Documents:**

AS Senate Reform Task Force Charge and Charter

### **Changes Made:**

Membership: added “as needed” for Assistant Director of Student Activities

Reportage: added “A report shall be written after each meeting.”

### **Background & Context:**

During this summer, Glen brought up the idea of having a committee that would be dedicated to helping him during Fall and Winter quarter to improve the Senate Reform process. His hope was to be able to encourage more engagement, perspectives, outreach, and feedback from students as the process progressed. There was a lot of conversation to whether this should be an informal group that met and talked to Glen or if it should be a formal committee. It was decided in a Board work session to create a work group (later referred to as a task force) that would be a hybrid between a full committee and an informal group. The goal of this task force with a charge and charter would be to maximize the equity, transparency, and accountability of the Senate Reform process as a whole as well as the group itself. The task force will not have any voting or decision making power or authority in the Senate Reform process. It is requested that the AS Board of Directors pass this Charge and Charter to ensure legitimacy to the group and to have student at large applicants follow normal committee procedures if they wish to participate in the task force.

### **Summary of Proposal**

This Charge and Charter differs from formal committee Charges and Charters. This document does not have some of the more formal sections. The purpose is to emphasize that this task force does not have any voting or decision making power and authority over the Senate Reform process. Purposes of the committee are listed in the charge. As for membership, it was decided to have it list “AS Board Member” so that there is some flexibility on who attends meetings such that it might be more relevant for the VP for Academic Affairs to attend some of them and the VP for Governmental Affairs to attend others. We are not sure if we should have Assistant Director of Student Activities there or maybe just there as an advisor as needed. This point should be considered and discussed. The meeting section was also revised to make less formal yet to still ensure accountability. Timeline was also added to convey the time sensitivity and time frame that the Senate Reform Staff person has with this process.

### **Rationale:**

The purpose of passing this Charge and Charter is to ensure legitimacy, equity, transparency, and accountability to the group and Senate Reform process as a whole.



## Associated Students of Western Washington University

### AS Senate Reform Task Force Charge & Charter

November 2013

#### I. CHARGE

The AS Senate Reform Task Force will be responsible for making recommendations and actively participating in the reformation process of the AS Student Senate. Members will serve on this group with the AS Senate Reform Staff Person by:

- Reviewing draft Senate Reform proposals.
- Providing feedback on the Senate reform proposals.
- Ensuring student representation and input.
- Outreaching to students of the greater campus community to increase engagement in the AS Student Senate Reform process.

Recommendations will take into account:

- Short and long term needs for student representation on campus.
- The mission of the Associated Students of Western Washington University.
- The purpose and longevity of past student representational models.
- Cost-benefit and return on investment analysis.

#### II. MEMBERSHIP

AS Senate Reform Staff Person, Chair

AS Board Member

3-5 students at large

Assistant Director of Student Activities, Advisor (as needed)

#### III. CHAIR

The Chairperson shall be the AS Senate Reform Staff Person. The Chairperson shall convene the meetings, approve agendas, and preside at all meetings.

#### IV. MEETINGS

Meetings will be called by the Chair in consultation with the membership. No meeting will take place within 24 hours of a requested time.

#### IV. TIMELINE

An AS Student Senate Reform recommendation will be made to the AS Board by mid-Winter Quarter 2014.

#### V. AMENDMENTS

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

#### VI. REPORTAGE

This task force shall report to the AS Board of Directors through the AS Senate Reform Staff Person. A report shall be written after each meeting.