



**Associated Students of Western Washington University**  
Underrepresented Student Employment Committee Charge & Charter  
October 2016

**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, Chairperson  
AS Resource and Outreach Programs Director, Vice Chair  
1 AS Women's Center Representative  
1 AS Ethnic Student Center Representative  
1 AS Social Issues Resource Center Representative  
1 AS Queer Resource Center Representative  
1 AS Disability Outreach Center Representative  
1 AS Veterans Outreach Center Representative  
2-4 AS Employee Representatives  
Coordinator of Student Activities or designee, 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.