DRAFT Voice Charter

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Introduction

Mission Statement
Be the voice of support for all A&F employees, instilling a culture of pride and positive morale. Our vision is to create a positive environment, a positive attitude among staff, good morale, and a place where everyone wants to work.

Core Values
1. Respect
2. Honesty
3. Cooperation
4. Pride in our work

Goals
• Set the standard of culture of pride for the Administration and Finance Division (A&F)
• Establish two-way communication between staff and senior management by establishing effective communication strategies
• Be a credible advocate for A&F employees

Startup Guidelines
• Increase staff engagement in the management of A&F
• Support a culture of pride
• Give feedback for decision-making
• Promote staff visibility
• Foster a supportive work environment
• Help develop a sense of community among A&F employees
• Promote the interests of A&F staff
• Enhance the role of the staff within the division
• Advise A&F Executive Staff
• Advocate on behalf of division staff on proposed strategies, policies, and programs, and on current policies and practices (evaluate, identify barriers, offer suggestions)
Modifications to the Charter

The charter may be modified by a two-thirds vote of the current committee.

Committee Functions

I. Review and make recommendations on the policies and procedures of A&F.
II. Provide a communication channel between the staff and leadership of A&F.
III. Develop and manage a Recognition and Rewards program for A&F staff.
IV. Maintain the A&F Employee’s Web site.
Structure of the Committee

I. The committee is composed of four representatives from each of the four A&F units as follows:
   a. One first-line manager
   b. Three staff members
   New representatives are selected every November

II. Committee officers (Chair, Co-Chair, Secretary and Treasurer) are elected following the procedures outlined in the “Election of Committee Officers” section of the Charter.
   a. The Chair
      i. The Chair is responsible for distributing the agenda at least 1 business day before meetings.
      ii. The Chair leads the meeting discussion and ensures that the meeting stays on topic.
      iii. The Chair represents the committee to other NMSU Departments and/or A&F management outside of committee meetings at the committee’s discretion.
      iv. The Chair ensures that each meeting is planned effectively, conducted according to this Charter and generally maintains order.
   b. The Co-Chair
      i. The Co-Chair fills in for the Chair at the Chair’s discretion, or at any time the Chair is unable to fulfill their obligations as Chair.
   c. The Secretary
      i. The Secretary is responsible for the taking, distribution and archival of the meeting minutes, as well as the posting of the minutes to the committee website.
      ii. The Secretary maintains a permanent archive of all documentation pertinent to the function of the committee, whether physical or electronic.
      iii. The Secretary is responsible for communication and correspondence regarding committee matters. This may include reports, publications, programs, leaflets and/or newsletters.
      iv. The Secretary coordinates changes to the committee website.
   d. The Treasurer
      i. Responsible for all financial oversight, transactions and reporting.
      ii. Manages budgets, additions/withdrawals to committee Indexes/accounts and the normal accounting duties and responsibilities attached to these activities.
      iii. Follows appropriate NMSU policies and procedures regarding conditions, strategies, controls, record-keeping and compliance when handling funds.
      iv. Implements fundraising efforts.

III. Volunteers
   a. Volunteers are not elected, but rather serve at the discretion of the Chair.
   b. Volunteers have no vote on the Voice committee.
c. Volunteers may help with either general or specific processes.

IV. Visitors are always welcome to any Voice meeting. The Chair will manage the time allocated to visitor input during the meeting.

**Election of Committee Members**

I. Elections will be held in November of each year.

II. All regular employees of Admin and Finance are eligible to serve on the Voice committee.

III. Committee members are elected for a two year term. Terms will be staggered with half of the members from each unit being elected each year.
   a. Even numbered years—Terms for manager and one staff member from Business Services and Facilities and Services will expire. Terms for two staff members from Auxiliary Services and ICT will expire.
   b. Odd numbered years—Terms for two staff members from Business Services and Facilities and Services will expire. Terms for manager and one staff member from Auxiliary Services and ICT will expire.

IV. Nominations for each unit will be solicited from all regular employees within that unit.

V. Election of committee members will be by majority vote within each unit.

VI. In case of a tie, the committee will vote to determine the winner.

VII. If a committee member is unable to complete their term, an alternate representative from the same unit will be elected by the committee, following the established nomination process.

**Election of Committee Officers**

I. VOICE officers shall consist of a Chair, a Co-Chair, a Secretary and a Treasurer.

II. Officer elections will occur after all membership seats are filled in November, but in any case, no later than the second regularly scheduled meeting in November.

III. Officers are elected for one-year terms, and may run for no more than a second consecutive term.

IV. Officers will be either be nominated by membership or self-nominated, then voted into office by a simple majority of the Committee. In the event of a tie vote for the Chair position, two Co-Chairs may be elected or a run-off election may be held. For any other tied officer positions, a run-off election shall be held.

V. Chairs and Co-Chairs will have staggered terms when practical.

**Meetings**

I. Regular meetings will be held the second and fourth week of each month for one hour. Email communication will determine the time and place of each meeting, or at the discretion of the Chair.
   a. At the discretion of the committee Chair, the frequency of the committee’s meetings may be increased.

II. Special meetings may be called by the Chair and scheduled as required.
III. The committee may host an annual organizational meeting and present a proposed program for review to the Senior VP of Administration and Finance.

IV. All meeting materials (agendas, minutes, supplementary documents) shall be publicly viewable on calendars and/or a website and posted in a timely fashion.

V. The Chair shall call for agenda items and/or establish agendas to be posted within a reasonable time before each meeting for participants to review and reflect.

VI. Committee members are responsible for notifying the Chair in advance if they cannot attend a meeting and/or to establish a proxy. A proxy is not, however, required and not a voting member.

VII. If a committee member fails to attend meetings on a continuous basis, or fails to contribute to the committee’s purposes in a significant manner, the committee may replace the committee member following the guidelines laid out in the “Election of Committee Members” section of this Charter. The call for a vote to replace the committee member will be at the Chair’s discretion.

VIII. A simple majority of members currently serving on the committee shall constitute a quorum.