

# Voice Charter

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## **Introduction**

### **Mission Statement**

Be the voice of support for all Administration and Finance (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**

1. Set the standard for a culture of pride for the A&F Division
2. Establish two-way communication between staff and senior management by establishing effective communication strategies

### **Committee Functions**

1. Review and make recommendations on the guidelines and procedures of A&F.
2. Provide a communication channel between the staff and leadership of A&F.
3. Develop and manage a Recognition and Rewards program for A&F staff.

### **Modifications to the Charter**

The charter may be modified by a two-thirds vote of the current committee and approval of the Senior Vice President for Administration and Finance.

## Structure of the Committee

- I. The committee is composed of four representatives from each of the four A&F units (Auxiliary Services, Business Affairs, Facilities & Services and Information & Communication Technologies) as follows:
  - a. One manager
  - b. Three non-management staff members

New representatives are elected every November (see "Election of Committee Members"). The committee reserves the right to alter the composition criteria if there are a lack of nominations and/or any other circumstances which prevent the preferred composition as stated directly above.

- II. Committee officers (two Co-Chairs, Secretary and Treasurer) are elected following the procedures outlined in the "Election of Committee Officers" section of the Charter.
  - a. The two Co-Chairs
    - i. The Co-Chairs are responsible for distributing the agenda at least one business day before meetings.
    - ii. A Co-Chair leads the meeting discussion and ensures that the meeting stays on topic.
    - iii. The Co-Chairs represent the committee to other NMSU Departments and/or A&F management outside of committee meetings at the committee's discretion.
    - iv. The Co-Chairs ensure that each meeting is planned effectively, conducted according to this Charter and generally maintain order.
  - b. 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 within one week of meeting date.
    - 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.
  - c. The Treasurer
    - i. Under oversight of the Administration & Finance Business Affairs Officer, the Treasurer is responsible for all financial transactions and reporting.
    - ii. The Treasurer manages budgets, additions/withdrawals to committee Indexes/accounts and the normal accounting duties and responsibilities attached to these activities.

- iii. The Treasurer follows appropriate NMSU policies and procedures regarding conditions, strategies, controls, record-keeping and compliance when handling funds.
    - iv. The Treasurer provides oversight for approved fundraising efforts.
- III. Administration and Financial Employee Council representative shall serve as ex-official member of the committee.
- IV. Volunteers
  - a. Volunteers are not elected, but rather serve at the discretion of a Co-Chair.
  - b. Volunteers have no vote on the Voice committee.
  - c. Volunteers may help with either general or specific processes.
- V. Visitors are always welcome to any Voice meeting. A Co-Chair will manage the time allocated for visitor input during the meeting. A Co-Chair may ask visitors to leave a meeting if sensitive issues need to be discussed by the committee.

### **Election of Committee Members**

- I. Elections will be held in November of each year.
- II. All regular (FTE, below Director-level) employees of Administration 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 election years— Terms for manager and one staff member from Business Affairs and Facilities & Services will expire. Terms for two staff members from Auxiliary Services and Information & Communication Technologies will expire.
  - b. Odd numbered election years— Terms for two staff members from Business Affairs and Facilities & Services will expire. Terms for manager and one staff member from Auxiliary Services and Information & Communication Technologies 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 nominated by the outgoing committee member, subject to approval by the committee.

### **Election of Committee Officers**

- I. Voice officers shall consist of two Co-Chairs, 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 nominated by membership or self-nominated, then voted into office by a simple majority of the Committee. For any tied officer positions, a run-off election shall be held.
- V. The two Co-Chairs will have staggered terms when practical.

## Meetings

- I. Regular meetings will be held at a minimum of once per month for one hour. Email communication will be used to determine the time and place of each meeting, or at the discretion of a Co-Chair. As a courtesy to their supervisors, Voice members will notify their supervisors of the Voice meeting schedule.
- II. Committee member time commitment is expected to be one hour per week. In the event that committee duties require a longer time commitment, the committee member's supervisor must approve the additional time allowed for committee duties.
- III. A quarterly update of Voice activities shall be provided to the AF Leadership Team at one of their regularly scheduled meetings. A Co-Chair shall take the lead on this quarterly presentation.
- IV. Special meetings may be called by a Co-Chair and scheduled as required.
- V. The committee may host an annual organizational meeting and present a proposed program for review to the Administration and Finance Leadership Team.
- VI. All meeting materials (agendas, minutes, supplementary documents) shall be publicly viewable on committee website and posted within one month of meeting date.
- VII. A Co-Chair shall call for agenda items and/or establish agendas to be posted within a reasonable time before each meeting for participants to review.
- VIII. Committee members are responsible for notifying the Co-Chairs in advance if they cannot attend a meeting and/or to establish a proxy. A proxy is not required and is not a voting member.
- IX. If a committee member misses two consecutive meetings or fails to contribute to the committee's purposes in a significant manner (exceptions may be made at the discretion of a Co-Chair), the committee may replace the committee member following the guidelines laid out in the "Election of Committee Members" section of this Charter. The Secretary, at the direction of a Co-Chair, shall send a notification to the committee member alerting them to the issue and allowing the committee member to respond prior to any final action being taken. The call for a vote to replace the committee member will be at a Co-Chair's discretion.
- X. A two-thirds majority of members currently serving on the committee shall constitute a quorum.
- XI. Unless otherwise noted within this Charter, matters brought before the Committee shall be decided by a simple majority vote of the quorum, with a Co-Chair calling for further discussion and a subsequent vote each time there is a tie vote. In the case of an electronic vote, the same process shall be followed, with three business days allowed before obtaining a final tally of said electronic vote.


# Appendix A

## Startup Guidelines


- Increase staff engagement with the management of A&F
- Support a culture of pride through the development of a rewards and recognition program
- Provide staff feedback to upper management
- 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)

  
Bruce Ernst  
Voice Co-Chair

8/26/15  
Date

  
Olga Holguin  
Voice Co-Chair

8/26/15  
Date

  
Angela Throneberry  
Senior Vice-President Administration & Finance

9/15/15  
Date