

CHARTER OF THE EXECUTIVE COMMITTEE OF WISCONSIN STATE AGENCY/UNIVERSITY AFFIRMATIVE ACTION OFFICERS

As Amended on the 1st Day of September, 2010

MISSION STATEMENT OF THE EXECUTIVE COMMITTEE

This Charter governs the operations of the Executive Committee (EC) of the Wisconsin State Agency/University Affirmative Action Officers (AAO).

The mission of the EC is to provide leadership to the State of Wisconsin AAOs. The EC will promote AA/EEO and diversity throughout Wisconsin State government and the university system. The EC will advocate for the adoption of policies, management practices, and programs that encourage and support the active recruitment and retention of women, minorities, and persons with disabilities. The EC will work to foster a work environment that is free of illegal discrimination and harassment in which employees are free to work and learn, individually and collectively, to the benefit of the citizens of Wisconsin. To accomplish these goals, the EC will:

- Help provide focus for the AAOs.
- Advise the DAAWP on AA/EEO issues that impact, or are likely to impact state agency or university operations.
- Foster and facilitate communication and networking among state agencies and the University of Wisconsin.
- Foster professionalism in the state AA Community.
- Identify common and distinct agency and University of Wisconsin AA responsibilities.
- Build partnerships/resonate with our communities.

The EC will represent the interests of all State Agency/University AAOs by providing advice and recommendations to the Office of State Employment Relations, Division of Affirmative Action and Workforce Planning (DAAWP) with respect to matters involving affirmative action, equal employment opportunity (AA/EEO) and workforce diversity programs and services. The EC shall review and reassess its charter at least annually.

COMPOSITION OF THE EXECUTIVE COMMITTEE

The EC will be comprised of no fewer than four members who are employed in a professional AA position by a State of Wisconsin Agency or University. To the extent practical, two members will be employees of a State Agency and two will be employees of a University.

One member of the EC will serve as Chair and another member will serve as Vice Chair. The remaining two members shall be designated as members-at-large. The Chair from the previous year will serve the following year as a consultant to the EC.

A general election is held at the end of each fiscal year to elect two new members, using a process of peer nominations followed by a vote of all interested AA professionals. If no nominations are received, current EC members may invite an AA professional to join in lieu of elections. Each member serves a two-year term. Each EC

member is limited to two consecutive two year terms, but may serve again after a one year break. After the general election is completed, the new EC will convene and designate a Chair and a Vice Chair by a majority vote of the EC members. If there is an imbalance of EC members who are State Agency employees and University employees, then the current EC members will consult and may invite another AAO to serve.

If a member of the EC resigns during a term of service, the remaining members will consult and invite another AAO to serve out that member's term.

The EC reserves the right to offer associate EC positions to any individual, regardless of the individual's affiliation, or non-affiliation with a State agency/university. Associate member status excludes voting rights and eligibility for election as an officer.

MEETINGS OF THE EXECUTIVE COMMITTEE

The EC shall meet with such frequency and at such intervals, as it shall determine is necessary to carry out its business. The EC will plan to meet on or around the third Wednesday of each month in which there is not a regularly scheduled AAO meeting. The EC members will take turns hosting the meetings at their respective business locations.

DAAWP staff will attend the EC's regular meetings upon invitation, to exchange information. The EC in its discretion may ask members of other State Agency/University AAOs or other staffs to attend its meetings (or portions thereof) to exchange pertinent information as necessary.

It is expected that all members of the EC will make reasonable efforts to attend and participate in the majority of the EC meetings. If a member accumulates multiple meeting absences, the other EC members will encourage that member to consider resignation from the committee, so that another AAO could join and more actively participate.

EXECUTIVE COMMITTEE DECISION MAKING

The EC will utilize, as often as possible, a consensus model to make its decisions. When the Chair determines the consensus model is either inappropriate or ineffective, s/he will call for a vote of the members. In such circumstances, the majority decision will stand.

DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

In carrying out its duties and responsibilities, the EC's policies and procedures shall remain flexible. The following shall be considered within the authority of the EC:

- Advise and make recommendations to DAAWP staff with respect to matters involving affirmative action, equal employment opportunity and workforce diversity programs and services;
- Facilitate the development of agenda items for the quarterly AAOs meetings;

- Assist when requested, in the development of program agendas and training sessions for the annual Wisconsin Association of Equal Opportunity Conference;
- Monitor and report on judicial and legislative AA/EEO issues and developments;
- Facilitate communication and networking between and among the Wisconsin State Agencies, UW System campuses, the State Council on Affirmative Action, and the State Human Resources Management Council;
- Review and reassess annually the EC's charter;
- Report regularly on its activities to the AAOs; and
- Perform such additional activities, and consider such other matters, within the scope of its responsibilities, as the EC deems necessary or appropriate.

While the EC has the duties and responsibilities set forth in this charter, the EC is not responsible for conducting the DAAWP's business. Moreover, nothing contained in this charter is intended to, or should be construed as creating any responsibility or liability of the members of the EC except to the extent they assume such in their roles as State Agency/University AAOs.