

**Work/Life Advisory Committee**  
Procedural Guidelines  
June 2008

The Work/Life Advisory Committee (WLAC) helps WSU employees find a healthy balance between their professional and personal lives. Established by a joint recommendation of the Administrative Professional Advisory Committee and the Commission on the Status of Women, the Committee provides access to information about services and resources available to WSU employees to assist them when their professional lives intersect or overlap with their personal lives. Examples of these resources include but are not limited to child care referral, elder care referral, personal counseling, health care, parental leave, telecommuting, and expanded tenure timeline. In addition, the Committee assesses work-life concerns of employees and advocates for changes needed in university policies.

**COMMITTEE COMPOSITION AND TENURE:**

1. Membership:

Voting Members: Fifteen (15) voting members

- a. Nine (9) members, including three (3) from the faculty, three (3) from the administrative professional staff, and three (3) from classified staff.
- b. Up to three (3) student employees, at least one of which should be a graduate student.
- c. At least one (1) additional member each from the Spokane, Tri-Cities, and Vancouver campuses.
- d. If there is insufficient interest in membership from one of these constituencies, the committee may, at their discretion, fill positions from other areas, up to a maximum of fifteen (15) total voting members.

Non-Voting Members (all ex-officio): Three (3) members

- a. A representative from the Commission on the Status of Women
- b. A representative from Human Resources
- c. A representative from the Administrative Professional Advisory Council (APAC)

2. Terms for faculty, staff, and administrative professional members are for two (2) years (staggered appointments). Terms for undergraduate and graduate members are for one (1) academic year. Terms are renewable.
3. Vacancies through normal expiration of terms shall be filled as follows: Work/Life Committee members shall contact liaison groups and recruit interested persons to submit names for consideration for membership in February of each year (beginning in 2005). Calls for applicants shall be through the WSU media. Committee members may also recommend candidates at a meeting in March. Each year the Committee shall prepare a slate of nominees.

The Work/Life Committee members will vote on candidates and issue invitations to join to successful nominees. New committee members' terms will begin on April 1<sup>st</sup>.

4. Vacancies that occur during the year shall be filled for the remainder of the vacant term by election. Members who have filled a vacant term may be considered for reappointment to a consecutive regular membership term.
5. A member (voting or ex-officio) will be asked to resign after three (3) consecutive absences if the Chair has not been informed. Those absent from campus for an extended period of time should resign.
6. Ex-officio members' primary duty is to facilitate the liaison between the Committee and the group they represent by reporting periodically to the committee on the constituency's issues and concerns and relaying back to their constituency the Committee's concerns and priorities.

#### DUTIES OF OFFICERS AND MEMBERS:

Elected officers include the Chair and Chair-Elect. In addition, the Ex-officio member from the HRS office serves as a Historian and Recorder for the Committee.

1. The Chair-Elect must be selected from the voting membership. The Chair-Elect shall be elected in November and will serve from December 1<sup>st</sup> until April 30<sup>th</sup> in that position. The Chair-Elect shall succeed to the office of Chair on May 1<sup>st</sup>. The term of office for Chair shall be from May 1<sup>st</sup> to April 30<sup>th</sup> of the following year.
2. The Past Chair shall continue on for one (1) year in the role of advisor to the new chair. Additionally, it is recommended that the Past Chair, where possible and appropriate oversee to completion assignments taken on during their tenure as Chair.
3. The Historian/Recorder shall prepare and keep the official minutes of all regular and special committee meetings and shall handle committee correspondence as directed by the Chair.

#### PROCEDURES:

1. The Committee shall meet regularly at least once a month at a time and date decided on by the membership at the beginning of each semester. The Chair, as necessary, may call other meetings with notification to all members.
2. A quorum shall consist of:
  - a. Fifty (50) percent of current voting members plus one (1), or
  - b. A minimum of five (5) voting members present at a meeting provided that seven days prior notice of the meeting has been given.

3. Agenda items shall be submitted to the Chair prior to the time of the meeting. Persons wishing to present items for consideration shall request in advance that such items be placed on the agenda.
4. Interested groups and individuals are invited to recommend persons to attend meetings. The following two principles apply:
  - a. Guests may speak at meetings when recognized by the Chair but have no voting rights.
  - b. Guests may submit agenda items in writing to the Chair.
5. HRS will provide the following services to support the Committee: (a) archive historical information on the committee and (b) provide support including the website.

### Timeline for Membership and Offices

November: Chair-Elect is elected

December: Chair-Elect begins six month term (serves as Chair-Elect until April 30<sup>th</sup>)

February: Recruiting for new members

March: New members selected

April 1: New members' terms begin

May 1: Chair-Elect becomes the Chair, serving until April 30<sup>th</sup> of the following year