

# AOA Standing Committee Operating Guidelines

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## Associated Students/Student Union/Recreation

### **Mission**

The AOA Associated Students/Student Union/Recreation standing committee (AS/SU/RE) is established to provide a structured forum to inform, develop, support and represent the particular needs and interests of the professional staff of Associated Students, Student Union and Recreation organizations, often functioning as student-directed auxiliaries on the CSU campuses.

### **Goal**

The Committee's primary goal to achieve its mission is communication, networking and support of its members. The committee will seek to develop an open dialogue, provide resources, programs and services that allows for the exchange of ideas, the development of system-wide strategy and the education and empowerment of its members.

### **Membership**

All professional staff employed at Associated Students, Student Union and Recreation organizations throughout the CSU system are actively encouraged to participate in the scheduled meetings, as well as other allied professionals involved in the issues and operations of their respective organizations. However, at its core, the committee shall consist of the professional directors of Associated Students, Student Union and Recreation auxiliaries throughout the CSU campuses, or their assigned designees.

### **Core Membership**

Campuses having a combined AS/Student Union, Student Union/Recreation or AS/Student Union/Recreation auxiliary will be asked to designate two members to the Committee's core; one to represent the Associated Students, one to represent the Student Union and one to represent Recreation.

It is highly recommended that the Executive Director of the California State Student Association (CSSA) along with the AOA Executive Committee liaisons from the CSU Chief Administrators and Business Officers (CABO) and Student Affairs be formally included in the Committee's core.

The Committee shall also include one or more designated members of the AOA Executive Committee who with the Chair shall serve as liaisons to the AOA Executive Committee throughout the year.

### **Chair and Vice Chair**

A Committee Chair and Vice Chair shall be affirmed by the Committee coinciding with the seating of the President of AOA during the Annual Conference. The Vice Chair shall be elected during the AOA Annual Conference and will serve a one year term as Vice Chair during that year and move into the Chair position for a one year term the following year.

### **CSSA Liaisons**

Two Committee members, one northern and one southern, shall be selected to serve as liaisons to the California State Student Association (CSSA) during the Committee meeting at the AOA Annual Conference. Their roles are to communicate regularly with the CSSA Executive Director to provide an Associated Students management perspective on policies, legislation, CSU Executive Orders and other matters coming before the CSSA Board of Directors. The CSSA Liaison will attend the monthly CSSA meetings in their region, whenever feasible, and provide reports of the meeting outcomes to the Chair of the AS/SU/RE committee. The northern and southern CSSA Liaisons terms are one year, beginning July of that year. Term may be extended.

### **CSUnity Host**

A CSUnity Host shall be appointed during the CSUnity Annual Conference, the AS/SU/RE Committee's summer meeting or the Committee meeting during the AOA Annual Conference. The role of the CSUnity Host is to coordinate the annual CSUnity conference at their respective campus. The CSUnity Host may request conference funding support from the Committee's annual budget through the AS/SU/RE Chair. The CSUnity Host term is one year. Term may be extended.

### **AS Advisors Summit Coordinators**

An AS Advisors Summit Coordinator shall be appointed during a CSSA meeting, the AS/SU/RE Committee's summer meeting or the Committee meeting during the AOA Annual Conference. The role of the AS Advisors Summit Coordinator is to connect all the professional staff throughout the CSU Campuses who work directly with their respective government structures for networking and best practices sharing. The AS Advisors Summit meetings are intended to coincide with the CSSA meeting dates. The AS Advisors Summit Coordinator term is one year. Term may be extended.

### **Role of the Chair**

1. Plan, coordinate and conduct Committee meetings: one summer meeting and one meeting during the AOA Annual Conference. Additional meetings, including web meetings or conference calls may be conducted as needed
2. Call for agenda items, publish agendas, disseminate meeting minutes and other pertinent documents, resources and information to members
3. Represent the AS/SU/RE Committee on the AOA Executive Committee
4. Attend all AOA Executive Committee meetings. Typically, there are five meetings; one at the Annual Conference, one at the CSU Chancellor's Office, two at the following year's Annual Conference hotel site, one at a future Annual Conference hotel site
5. Work with the Vice Chair to establish the annual Committee budget
6. Foster and encourage membership on the Committee and attendance at the meetings
7. Welcome all new members to the Committee

8. Prepare and present reports for the AOA Executive Committee meeting and the AOA Annual Business Meeting
9. Establish subcommittees to accomplish specific objectives
10. Ensure CORE Membership, CSSA Liaisons, CSUnity Host and AS Advisors Summit Coordinator positions are filled
11. Foster and ensure Committee leadership succession planning with the Vice Chair
12. Maintain history binder for incoming Chair and Vice Chair
13. The outgoing Chair shall serve as a resource and support the incoming Chair and Vice Chair as needed

### **Role of the Vice Chair**

1. Serve as Chair of the Committee in the absence of the Chair
2. Assist the Chair in Committee operations, planning and facilitating meetings
3. Foster and ensure Committee leadership succession planning with the Chair
4. Coordinate and assist the Chair with the call for nominations for Vice Chair and other appointments
5. Maintain and update membership roster
6. Serve as Chair upon conclusion of serving as Vice Chair

### **Role off the Committee Recorder/Secretary**

1. Appointed by the newly seated Chair from within all active Committee members and affirmed by the Committee
2. Take meeting minutes, submit draft minutes to the Chair and Vice Chair for review and edits
3. Assist in Disseminating documents and information to Committee members
4. Assist the Chair and Vice Chair as needed

### **Meetings**

The Chair is responsible for planning and facilitating scheduled meetings and maintaining communication among members throughout the year. The Committee shall gather at a minimum twice annually: during the AOA Annual Conference and mid-summer. The mid-summer meeting should, whenever possible, alternate between northern and southern California. Additional programs, workshops, web meetings or conference calls are encouraged in spring and fall, as needed, with a consensus of membership.

### **Amendments**

Committee direction is provided through consensus. As such there are no outlined formal voting procedure requirements. Proposed amendments to these Operating Guidelines shall be submitted to the AOA Executive Committee for final approval.

# Commercial Services

## **Mission Statement**

The purpose of the AOA Commercial Services Committee is to provide information and guidance to the areas of hospitality, enterprise and commercial operations for the 23 campuses. The Chair and Vice Chair work together to provide a forum that devotes its energies and resources to concerns of AOA commercial services and their customers. This includes but is not limited to sharing information and ideas that will assist operators on the CSU campuses they serve. The Committee will encourage collaboration among operators on best practices that will enhance CSU and campus relationship through technology, partnership and resources that will assist operations to be more effective and assist in enhancing the student, faculty, staff and visitor experience.

## **Committee Structure**

The Committee will engage each campus through meetings, technology and interest group sessions that will be led by representatives from each campus auxiliary organization that provides commercial services.

The Committee will include a member of the AOA Executive Committee who will serve as liaison.

At the convening meeting or through a campus selection process, a Committee Chair will be chosen for the term of 2 years; this is to provide continuity and consistency to the Committee. The Chair will appoint a Vice Chair to supersede their position at the end of the 2-year term. The Vice Chair should be willing to serve as the annual conference session planner to assist in strengthening the overall effectiveness of the committee. It is advised that a Chair and Vice Chair be chosen from campuses by region to better represent those campuses throughout the state.

## **Meetings and Information**

Meetings will be held a minimum of two (2) times a year, (one northern region, one southern region and one at the annual AOA conference). Meeting times and locations will be established by the Chair and Vice Chair.

The Chair and Vice Chair along with input from campus operators will commit to sending out a minimum of one (1) survey to solicit topics of interest, trend and campus commercial service program news.

## **Duties of the Chair and Vice Chair**

Duties of the Chair and Vice Chair will include the following:

Chair:

- Coordinate and conduct meetings with Vice Chair within their region
- Develop and coordinate committee work
- Present annual report to the Executive Committee and at the Annual Conference
- Encourage participation and develop interest leadership

Vice Chair:

- Coordinate and conduct meetings within their region (as required)
- Serve as Chair in the absence of Chair
- Serve as Commercial Services Session Planner for Annual Conference
- Serve as Chair upon the expired term or absence of the Chair
- Encourage participation and assist in developing interest leadership

**Changes to Mission Statement and Procedures**

Changes to the Committee mission statement and procedures must be forwarded to the Executive Committee for approval.

# **Business and Financial Services**

## **Mission Statement**

The AOA Mission is to inform, develop, and represent member organizations. The mission of the Business and Financial Services Committee, as a standing committee of the AOA Executive Committee, is to provide leadership for financial, accounting and business professionals across the member organizations. In addition, the Committee will provide a standing forum in which critical and relevant issues affecting member organizations can be discussed, studied, developed, disseminated, and implemented in support of the AOA mission.

## **Mission Achievement**

The mission is to be achieved through the gathering and analysis of information, the development and dissemination of written communication that educates and informs, and by maintaining an open dialogue and continuous communication with member organizations, the Executive Committee, and Chancellor's office staff.

## **Membership**

Business and Financial Services membership is open to all CSU campuses and auxiliary professionals who are interested in expanding their knowledge of treasury, finance accounting and business services.

## **Steering Committee**

The Steering Committee shall consist of at least six (6), and no more than ten (10) members, composed of representatives from each division of an auxiliary organization's major functions (commercial enterprises, research/sponsored programs, philanthropic foundations, and student union/associated students/recreation center.) The Steering Committee's function is to provide support, guidance and oversight of the progress of the Business and Financial Service Conference, as well as to assist in the annual AOA conference planning for the financial services sessions.

## **Chair**

The Chair will serve as a designated member of the AOA Executive Committee, representing the Business and Financial Services Committee. The Chair will begin a term to expire at the conclusion of the annual conference. Duties of the Chair include:

- Coordinate and conduct meetings
- Develop and coordinate committee work
- Serve as a designated member of the Executive Committee
- Prepare and present reports to the Executive Committee and General Membership
- Encourage, recruit and appointment Committee members
- Select a Vice-Chair and remaining committee members

## **Vice Chair**

- Serve as Chair in absence of the Chair

- Serve as the AOA Conference Planning Coordinator representing the Financial Service Committee
- Support Committee projects as Chair may assign
- Serve as Chair of the Committee upon expired term of the Chair

**Steering Committee Associates**

The Steering Committee's function is to provide support, guidance and oversight of progress on the Business and Financial Services Conference and to assist with the annual AOA conference planning for the financial services sessions.

**Meetings**

Meetings will be held a minimum of three (3) times a year. Meeting times and locations will be scheduled by the Chair.

**Changes to Committee Operating Guidelines**

Changes to the Committee Operating Guidelines shall be recommended to the Executive Committee for approval.

# Human Resources

## **Mission Statement**

The Human Resources Committee serves to provide opportunities for professional enrichment, promote member interaction, provide resources and advance a common body of knowledge to members of the Auxiliary Organizations Association, and further, to promote where possible, consistency and continuity across CSU auxiliary organizations.

## **Statement of Purpose**

The purpose of the Human Resources Committee is to keep auxiliary personnel current and informed on issues in the human resources field, federal and state legal requirements and CSU mandates. The Committee encourages networking and sharing best practices among auxiliary organizations. The Committee promotes creativity and information sharing through participation and planning of HR topics for the annual AOA Conference and planning specific topic workshops and projects for HR Committee meetings.

The Committee also engages and oversees the activities of various subcommittees as they pertain to human resource matters or as requested by the Executive Committee.

## **Officers**

The Committee officers shall include a Chair, Vice Chair, and Treasurer. The Committee members select the Vice Chair and Treasurer annually (normally occurs at the Annual AOA Conference HR Committee meeting. The previous years Vice Chair become Chair). Officer positions are held for one year.

Elections of officers are done on an annual basis. Call for nominations are communicated to committee members and elections are held prior to the annual conference. Results of the election will be announced at the HR Committee meeting during the annual conference.

## **Role of the Chair:**

1. Encourage membership in the Committee
2. Establish agendas for meetings
3. Coordinate and conduct meetings and make committee assignments
4. Work with Vice Chair and Treasurer to establish the annual budget for the Committee. Present proposed budget to the Executive Committee along with appropriate explanations
5. Serve as member of the Executive Committee. Attend all Executive Committee meetings
6. Prepare and present annual report to the Executive Committee
7. Maintain historical binder and share resources with members as needed
8. Oversee activities of any subcommittees providing resources to members

## **Role of Vice Chair**

1. Accurately record and prepare minutes of each Committee meeting; submit to the Chair within thirty (30) days after each Committee meeting



2. Serve as Chair in the absence of the Chair during Committee meetings and at the Executive Committee meetings
3. Serve as Chair upon expired term of the Chair
4. Maintain and update membership roster for the Committee

#### **Role of the Treasurer**

1. Maintain financial accounting records of all expenses and revenues of the Committee
2. Present oral and written financial reports at each Committee meeting
3. Collect meeting and conference fees and submit reimbursements for same to AOA Treasurer or designee

#### **Subcommittees**

The Committee will utilize subcommittees as the working group and liaisons with vendors/brokers in the areas to include but not be limited to compensation and benefits. Subcommittee composition will include 3-5 Committee members and resources may be provided to cover expense costs.

Generally, subcommittees will evaluate all subcommittee vendors providing HR related services to the AOA a minimum of every three (3) years and may recommend vendor changes to the entire HR Committee, which in turn would be reported to the AOA Executive Committee where final authority rests.

# Information Technology

## **Mission Statement**

The Information Technology Standing Committee exists for the purpose of providing a forum to support, inform, develop and represent the particular needs and interests of Information Technology professionals within the AOA's members Auxiliaries. The Committee will encourage collaboration among members on endeavors to enhance the CSU and campus relations, meet system policy requirements, investigate technologies to run operations more effectively and partner to become more competitive.

The Information Technology Committee shall serve as a resource to the Executive and Membership Services Committees, providing technical expertise when evaluating or procuring technologies to support member services and communications.

## **Membership**

The Committee's membership shall include, but not be limited to, managers and professional staff employed at AOA member Auxiliaries on all campuses of the California State University. The Committee will include a member of the AOA Executive Committee, who will serve as liaison. The Committee is composed of a Committee Chair, a Vice Chair, and members. The Committee Chair serves for a term of one year and will select a Vice Chair. The Vice Chair serves for two years, one as Vice Chair and one as Committee Chair.

## **Meetings**

The Committee shall meet at least 4 times annually. One of the meetings will occur at the AOA Annual Conference. Additional meetings can be conducted on-line using a web conferencing tool or in person.

## **Duties of the Chair and Vice Chair**

Duties of the Chair and Vice Chair will include the following:

### Chair

- Coordinate and conduct meetings
- Develop and coordinate committee work
- Present annual report to the Executive Committee and at the Annual Conference
- Encourage membership on the Committee

### Vice Chair

- Prepare agenda and minutes for each meeting
- Serve as Chair in the absence of the Chair
- Serve as Chair of the Committee upon expired term of the Chair
- Serve as IT Representative on the Conference Planning Committee
- Plan one Presentation/Workshop for the IT Committee face-to-face meeting, if needed

## **Past Presidents Committee**

### **Purpose**

The purpose of the Past Presidents Committee is to:

- To actively engage previous presidents of AOA in ways that attempt to keep them connected to the AOA, while also allowing AOA to benefit from their expertise and leadership
- To serve in an advisory capacity to the President of AOA and Executive Committee and to provide some historical context to current situations, challenges, and opportunities
- To advise and assist the AOA President, when requested, with special projects that contribute to the advancement of auxiliaries in the CSU
- To advocate on behalf of auxiliaries at the direction of the AOA President and the Executive Committee

### **Meetings**

The Committee shall meet minimally at the Annual Conference, and additionally throughout the year as needed. Teleconference meetings may occur when in-person meetings are not possible.

### **Members**

Membership shall be comprised of all AOA Past-Presidents currently employed in the CSU or by a CSU auxiliary. The Chair of the Past-Presidents Committee shall be selected each year by the AOA President.

## **Property Development Inactive Status Effective 2018**

### **Background**

Because of the large number of AOA organizations involved in public/private partnerships, public/public partnerships, commercial, office and residential development, sales, leases and rentals, including faculty/staff housing and student housing projects, there is a need for an AOA sponsored forum to share and discuss issues.

### **Purpose**

The purpose of the Property Development Committee is to provide a forum to share ideas and discuss issues related to real property in the areas of development, property management and partnering. The Committee will focus on property management, financing for development, public/private partnerships, public/public partnerships, and other capital projects (design and construction) for any and all functions involving auxiliaries.

### **Meetings**

Committee meetings allow AOA and Chancellor's Office professionals involved with auxiliary organizations real estate-related activities an opportunity for information sharing and more in-depth examination of key topics of concern and interest. The Committee will typically meet twice a year, once during the annual AOA conference.

### **Membership**

Committee membership will be open to AOA member professional on all campuses involved in real property and capital project functions. The Committee shall have a chair and vice chair selected by the Committee.

### **Standing Committee Status**

Committee practices shall be consistent with guidelines established for AOA Standing Committees

# **Research Administration**

## **Mission**

The mission of the AOA Research Administration Committee is to provide a forum in which sponsored programs administration issues can be discussed, studied, developed, disseminated, and implemented.

The mission is to be achieved by providing current information and updates about the field through meetings and written communication, gathering and analysis of data, and maintaining an open dialogue and continuous communication with the membership, AOA Executive Committee, and the Chancellor's Office staff.

## **Membership**

All sponsored research administration staff from auxiliary organizations and universities are welcome and encouraged to attend Research Administration Committee meetings. Should an issue require a formal vote, the Committee will consist of one voting member from the auxiliary organization and/or CSU campus and may include both pre-award and post-award administration personnel.

## **Meetings**

Research Administration Committee meetings will generally be held a minimum of two (2) times per year, including the meeting at the AOA Annual Conference. Other meeting times and locations will be established by the Chair. At the consensus of the Committee, more meetings will be scheduled when needed.

## **Role of the Chair**

1. Call for agenda items, publish agenda, and preside over meetings
2. Represent the Research Administration Committee on the AOA Executive Committee
3. Encourage membership on the Committee and attendance at the meetings
4. Prepare and present an annual report to the AOA Executive Committee and membership
5. Establish sub-committees to accomplish specific objectives

## **Role of the Chair Elect**

1. Take minutes of each meeting and disseminate to membership for review
2. Serve as Chair of the Committee in the absence of the Chair
3. Coordinate with the Chair the call in early fall for nominations for Chair Elect position and any other nominations for committees established by either the AOA or Research Administration Committee
4. Serve as Chair of the Committee upon expired term of the Chair
5. Serve on committee as requested by either the AOA Executive Committee or the Chair of the Research Administration Committee

## **Risk Management**

The Auxiliary Organizations Risk Management Alliance (AORMA) Committee of the CSU Risk Management Authority (CSURMA) has been designated the *AOA Risk Management and Insurance Programs Committee* – a standing committee of the AOA. As such, it advises the AOA Executive Committee and coordinates risk management and insurance made available through CSURMA to AOA members. Since the AORMA Committee provides oversight and advice to the CSURMA Executive Committee on CSURMA programs and policies affecting member auxiliary organizations, it is ideally suited to serve in a parallel capacity to the AOA Executive Committee as the *Risk Management and Insurance Programs Committee*.

These operating guidelines are intended to be consistent with and in furtherance of CSURMA Bylaws, policy and procedures.

### **Meetings**

Meetings will be held as required by the CSURMA Bylaws.

### **Membership**

The AORMA Committee members will be elected from among the participating auxiliaries under CSURMA Bylaws and policies. The Chair of the Committee shall be elected from among the Committee members, and shall serve as a voting member of the AOA Executive Committee.

Each year a nominations list for Committee membership will be forwarded to the AOA Executive Committee for review and comment. The review will emphasize broad representation of participating auxiliaries.

### **Subcommittees**

There shall be AORMA standing subcommittees as outlined in CSURMA Policy #A-2, and as described on the CSURAM website at [www.csurma.org](http://www.csurma.org). These subcommittees will be charged with review and recommendation of potential programs that provide benefit to participating organizations through group purchasing. The Chair of the AORMA Committee shall appoint the membership of these subcommittees.

Other subcommittees shall be assigned by the Chair as authorized by CSURMA policies.

### **Role Of The Chair**

- Coordinate and conduct meetings
- Develop and coordinate committee work
- Serve on the AOA Executive Committee
- Present an annual report to the Executive Committee and to the AOA membership
- Encourage membership on the committee

### **Role Of The Vice Chair**

- Serve as Chair in the absence of the Chair

These guidelines will be amended from time to time to remain consistent with CSURMA policies and procedures. Any proposed amendments will be forwarded to the Executive Committee for approval.