



Guidelines for the GSC Advisory and Working Group for 2009-2010

The Gender and Sexuality Center Advisory and Working Group (GSCAWG) is an assembly of students, faculty, staff, and community members who work to develop and implement the strategic plan of the center, provide feedback on policies, conduct outreach for the GSC, and help to evaluate current GSC programs and services.

I. General Requirements for the GSCAWG

1. Must be able to attend GSCAWG retreat on 8/29/09.
 - Must be able to attend GSCAWG general meetings. For '09-'10, these meetings are scheduled for 9/3/09, 12/3/09, 2/4/10, and 5/6/10 from 4-6 pm.
2. If member of GSCAWG Board, must be able to attend the GSCAWG Board meetings (dates and times TBD)
3. Participate in either the Orientation/Graduation Committee or the Fundraising/PR Committee (dates TBD).
4. Must make a yearlong (two long semesters) commitment to the GSCAWG.
5. Must attend at least one GSC event per semester.
6. Must keep a detailed account of everything you do for your position.

II. Committees

Having completed a five-year strategic plan for the center in the spring of 2007, the advisory and working group has been divided into two subcommittees, which are:

1. Fundraising/Public Relations, which works on the following goals:
 - a. Creating links to the greater Austin community
 - b. Identify and implement means to publicize programs and services of the GSC
 - c. Develop fundraising plan
 - d. Raise funds for the GSC library and programs
 - e. Raise funds for GSC emergency scholarship fund
 - f. Raise funds for GSC co-sponsorship program
2. Orientation and Graduation, which works on the following goals:
 - a. Participating in orientation programs sponsored by New Student Services
 - b. Creating a welcome program
 - c. Developing orientation teams
 - d. Outreach to prospective students and parents
 - e. Developing graduation ceremonies
 - f. Organize orientation and mentorship of new GSCAWG members

The work of the subcommittees will be guided by the center's strategic plan.

III. Membership

1. The GSCAWG will be comprised at most of 30 members. The goal is for ½ of those members to be UT students.
2. UT students, faculty and staff are eligible to serve, as well as Austin community members.
3. Prospective members of the GSCAWG must submit an application to the GSCAWG.
4. Current members and GSC staff will review applicants, interview finalists, and select new members annually.
5. All members will be required to attend annual retreat, all GSCAWG meetings, and at least one GSC event per semester.
6. If desired, members may receive a letter of appointment from the Vice-President of Diversity and Community Engagement to serve on the GSCAWG.
7. Membership on the GSCAWG requires a yearlong (two long semesters) commitment to the group.
8. If in good standing with the GSCAWG, members may elect to serve another year.
9. Membership will lapse if there is no active participation in GSCAWG and its committees for a semester.
10. Should a member discover that their schedule does not permit their participation in the GSCAWG, they should contact a GSCAWG co-chair as soon as possible and alert the co-chair of their schedule change.
11. If three-fourths of the members present at a regular meeting of the GSCAWG feel that a member does not agree with or does not represent the mission and values of the GSC, that member can be removed by a vote of the same proportion of present members.

IV. GSCAWG Board

1. The GSCAWG will be guided by the GSCAWG Board, which is comprised of:
 - a. Two co-chairs – Co-chairs will facilitate the creation of agendas for monthly meetings, facilitate meetings, and follow-up with committee chairpersons as necessary.
 - b. One secretary – Secretary will take minutes at monthly meetings, distribute minutes to members, and keep track of attendance by GSCAWG members at meetings and GSC events.
 - c. The chairperson of each subcommittee – Will call for and facilitate committee meetings, follow-up with committee members as necessary, and lead the implementation of their committee's tasks.
2. Current members of the GSCAWG and GSC staff will select the Board members.
3. To serve on the GSCAWG Board you must have served for at least one year previously (exceptions to this guideline can be made at the discretion of the current GSCAWG membership).
4. Selection of the Board will be made in the spring for the following year.

V. Meetings

1. Anyone can come to all meetings except Executive Sessions, which will be open only to the 30 voting members of the GSC Advisory & Working Group, plus GSC staff.
2. All voices and questions will be heard and considered.

VI. Decision Making

1. The group will use consensus as a decision making model
 - a. In order to make a decision, quorum must be met. Quorum is 50% plus one.
 - b. The consensus model moves through three levels:
 - i. Level 1: Proposal or issue is presented, questions asked to clarify, broad group discussion, and then Call for Consensus
 - ii. Level 2: If consensus is not met in Level 1, concerns are listed and discussed, and then Call for Consensus
 - iii. Level 3: If consensus is not met, concerns are addressed again and then the group moves to "Modified Consensus." In modified consensus, the group votes and the proposal is passed with 3/4 of the members present in agreement

VII. Guidelines

These guidelines will be reviewed by GSC staff and Advisory and Working Group members annually, at which time revisions may be made.