



Office of LGBT Life Advisory Committee Procedures

PURPOSE

The purpose of this Committee will be: (1) to provide advice and input on the Office's Director and staff on planning, implementation, and operational aspects of the Office; (2) to ensure that the programs and services of the Office are consistent with and inform the missions of Emory University and Emory University's Division of Campus Life; (3) to facilitate communication between the University community and the Office; and (4) to serve as advocates and ambassadors for the Office's goals and objectives in creating an equitable and inclusive campus environment. The Director of the Office may seek advice from the Advisory Committee on various matters.

MEMBERSHIP

Membership on the Advisory Committee will be determined by the Nominating Subcommittee each spring. Faculty, staff, and alumni members will serve two year appointed terms. Students will be encouraged to serve a two year appointed terms, but can serve a one year appointment to meet his/her/hir academic commitments. Members may serve two consecutive terms, for a total of 4 consecutive. A member may, however, be selected to serve again waiting at least one year after the second completed term. A term of less than one year shall not count as a full term. In the event of a vacancy on the board, the nominating committee will appoint a new member to serve the remaining term.

The membership of the Advisory Committee will be comprised of 16 individuals who are stakeholders in the well-being of the LGBT community at Emory University. The membership will include at least 8 students.

EXPECTATIONS OF THE ADVISORY COMMITTEE

The Advisory Committee is expected to (1) meet regularly to provide direction and input to the Director and staff of the Office; (2) develop collaborative avenues between the Office of LGBT Life and the University to engage and enrich Emory's LGBTQ communities; (3) actively participate on Advisory Committee sub-committees as necessary; and (4) participate in Office events and activities.

MEETINGS

The Advisory Committee will convene 7 times per year. Meetings will generally occur on the last Tuesday of the following months from 4:00-5:30 p.m.: September, October,

November, January, February, March and April. Dates, times and meeting location information will be set at the beginning of each academic year. Special meetings and sub-committee meetings may be called as necessary by the Director of the Office. An agenda will be established prior to each meeting. Minutes will be taken and circulated to all Advisory Committee members.

STANDING SUB-COMMITTEES

All members of the Advisory Committee will be encouraged to participate in at least one of the standing sub-committees. These sub-committees will meet regularly as needed to meet the needs of the Advisory Committee and the Office. Other standing sub-committees and ad-hoc sub-committees may be created to meet the Office of LGBT Life's strategic initiatives. The sub-committees are:

Nominating Sub-Committee

- Nominates Advisory Committee Members each spring
- Supports the transition to the new Advisory Board each summer

Strategic Planning Sub-Committee

- Develops and supports the Office's strategic plan
- Monitors the strategic plan outcomes

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