

**Associated Students of Western Washington University  
Administrative Services Council  
Charge & Charter**

- Charge:** The Associated Students Administrative Services Council shall make recommendations on computers, typewriters, telephones, and other support function equipment, software and technology (ie. FAX, copiers, computer hardware, and software upgrades, etc.) to the Board of Directors and A.S. Business Office Director. The following areas will be included in the purview of this council:
1. Development and management of A.S. computer hardware and software configurations and selection.
  2. Review and recommend requests for additional telephone lines and instruments, as well as addressing any changes in the services offered by the university.
  3. Monitor typewriter purchases and preventive maintenance program.
  4. Make recommendations on new technology.
- Membership:** The Associated Students Administrative Services Council shall include the following members:
- A.S. Vice President for Business & Operations (Chair)
  - Viking Union Media Engineer
  - Viking Union Associate Director – Operations (Advisor)
  - One Student-at-Large
- Reportage:** The committee will report to the Board of Directors and to the A.S. Business Office Director.
- Meetings:** The Administrative Services Council will meet a minimum of once each quarter and more often if called by any member of the committee.