

Document 1

Being a good JFC Representative

What is the Purpose of a JFC Representative?

The JFC process, although it is open by the Constitution, has been criticized for being closed to the outside community. Because decisions are made by a relatively small group of students at long meetings, a JFC Representative must be a liaison between organizations and the committee. The committee needs to be informed of what the organizations consider vital in order to make the best recommendation. In addition, the organizations need to be informed about the pertinent information from the meetings.

What are your Responsibilities?

JFC Meetings

1. Attend JFC Meetings. Poor attendance has been a problem in the past, causing organizations to be inadequately represented at the committee meetings
2. Represent your organizations interests. Organizations should be able to have a level of trust that their interests are being communicated to the JFC.

Communications with Organizations

1. Communicate with your organizations. As the JFC needs to know what an organization wants to do, organizations should have some idea of what is going on in the meetings.
2. Schedule at least one meeting with their representatives' and/or relevant members before presenting their budget to the JFC. Representatives should keep in contact with organizations throughout the whole process. In addition, be prepared to schedule a meeting to discuss the proposal and any potential appeals.
3. Surprises are bad. Really. Any major decisions should be promptly communicated to the relevant organizations. We should try to avoid situations where organizations do not have time to appeal cuts in their budget.
4. Be courteous and accommodating. Your demeanor will go a long way towards creating a public perception of the fairness of the JFC.

Document 2

Information for Organizations on the Role of the JFC Rep

The responsibility of the JFC rep is:

- To help you navigate the JFC process from budget submission, through appeals, to the final recommendation.
- To assist your group in getting a reasonable budget which will allow you to meet your mandate
- To represent your interests to the JFC as you have explained them to her/him.

What to expect from your JFC rep:

- Polite, respectful, and professional interactions.

The responsibilities of the Organization:

- Answer all emails promptly
- Submit documents on time and correctly completed
- Provide your representative with all the information they request.
- Meet with your representative, especially if there are any potential misunderstandings.

If something goes wrong:

- Contact the chair of the JFC if you feel your representative is not fulfilling the role outlined above.

Bottom Line:

- The better the case you make to your rep, the better case they will be able to make to the rest of the committee, the better budget you will get.
- You will get out of your representative what you put in!

Document 3

Joint Funding Committee Appeals Process

Following the distribution of the initial JFC-recommended, each organization will have the opportunity to contact and meet with their JFC representative. At these meetings, the organization may discuss problems that they have with their budget or concerns about unexpected changes to their budgets. It is the duty of the JFC representative to justify the committee's changes/decisions.

An amount of money to be determined by the committee should be set aside at the beginning of the Joint Funding process to be allocated to increase organizational budgets upon appeal. If an organization is dissatisfied with their budget after meeting with their JFC representative, they will have the opportunity to appeal. JFC representatives should make the organization aware of their opportunity to appeal. To appeal, an organization must download the Appeals Form online (from the Student Government website), complete the form, and submit it to the Student Senate mailbox in the University Center. Both the JFC chair and the respective JFC representative will review each appeal before the JFC meets.

After the deadline for appeal submissions, the Committee will meet to discuss all appeals. During the first JFC appeals meetings, the committee will discuss budgets and make changes to the budgets if deemed necessary. A second round of meetings for the first appeals process (one per organization) will be held to allow organizations an opportunity to present their appeals to the committee. These meetings will be held over a one-week period and scheduled through Corporate Time on the Student Government webpage. During each meeting, the organization will argue their appeal and the committee will explain any further action. A price standardization sheet (compiled from AB Tech and Student Life information) will be cited and should be available to organizations. In this second meeting, the committee will address any additional concerns that the organization may still have.

Though only one round of appeals will be widely offered, if organizations contact their JFC representative or the JFC chair with concerns following their first appeal, or if an organization is not able to attend the first appeal round, a second (much smaller) round of appeals will be held. This round will have a similar format (based on the number of interested organizations) and will be used strictly as a failsafe for emergency budget situations.