

ASWWU Executive Board Meeting Documents

2/5/26

Document Number	Agenda Topic Title
1	Draft Minutes – 1/29/26 Exec Board Meeting
2-3	Vacancy Appointment for VP University Operations
4	AS Policy Review
5-10	AS Exec Board Position Description Review

ASWWU Executive Board Meeting Minutes-DRAFT

1/29/26 | 4:15 PM | VU 567

ASWWU Executive Board Members

Present: Cates-Doglio, Maynard, Stegeman, Skinner, Polo, Carnell

Absent: Davis

Advisor: Lorio

Secretary: Stensrud

Guest(s) in attendance: none

Motions

Motion #	Title	Result
ASB-26-W-8	To approve the 1/29/26 consent agenda items as presented	Passed
ASB-26-W-9	To approve the Letter addressed to Senators Murray and Cantwell regarding ICE with plans to distribute the letter directly to the Senators and in an all-student email.	Passed
ASB-26-W-10	To issue a statement in support of the general strike planned for tomorrow, 1/30.	Passed
ASB-26-W-11	To appoint VP of Student Services Carnell to WSA Restructuring Taskforce	Tabled
ASB-26-W-12	(Unspecified- ASVP of University Operations Appointment Procedure) Motion tabled	Tabled

1. Call to order

Cates-Doglio, Chair, called the meeting to order at 16:15.

2. Revisions to the agenda

-Document for Statement to Senators (under Action Items)

-Discussion Item: removing AS Exec Board Expectations due to tech glitch, and add ASTAC Fee Discussion

3. Consent Items – Routine business items that do not require discussion

a. Approving ASWWU 1/22/26 Exec Board Meeting Minutes

ASB-26-W-8	Motion: To approve the 1/29/26 consent agenda items as presented.		
Motion Made By: Maynard		Motion Seconded By: Carnell	
Vote Count: 6 Aye, 0 Nay, 0 Abstain		Action Result: Passed	

4. Public forum – Time for WWU & community members to address the ASWWU Executive Board

None

Draft, 1/29/26

5. ASWWU Exec Board Reports

a. AS President Report (Cates-Doglio)

- i. Working on a number of things, including HB1570. Public hearing this past Monday. 750 sign in pros, and only about 100 or so sign in cons.
- ii. Helped with Statement to WA State Senators, which came up because of some state funded executions in MN and ICE abductions across the country ongoing.
- iii. Met with President Sabah, discussed multiple issues, including Minneapolis, ICE, ASTAC, and Athletics. Talked about appointing a student to the negotiations team, which is now Taylor Carnell. Chair appointed without vote, if there is an issue, appointment can be affirmed by a vote, but all parties interested were involved in decision making process.
- iv. Talked about Lobby Day with President Sabah

b. ASVP of Diversity (Polo, Verbal)

- i. Waiting to hear when ADEI Council will be meeting. SEJF has some grant proposals which address Sustainability as well as the Equity and Justice aspects. Not voting on any proposals until March
- ii. Working on Student Outreach survey, Wednesday, February 4th meeting with professor, trying to find out why students aren't engaging with student government and/or elections.
- iii. Elections Advisory Committee had first meeting yesterday. Decided what they will be going over within the current elections code.

c. ASVP of Activities (Stegeman, Verbal)

- i. Working on outreach and athletics referendum.
- ii. Also been working on outreach with "everyone else" to have some materials for handing out when tabling about government. Planning ahead of time for some sort of Gov Info Fair type of event later in W26 or S26.
- iii. SUAG is hoping to get started but first meeting tomorrow not happening. Hoping to go out to Lakewood at some point to understand how the space operates.
- iv. Advisor note, weather permitting, schedule any Lakewood visit around Adam, to plan some team-building exercises.

d. ASVP of Sustainability (Skinner, Verbal)

- i. SEJF has like 8 or 9 grants coming in, lot of reading and ensuring understanding of all the proposals.
- ii. Meeting with team at SEI. Starting to do class visits. Chartwells interested in a coalition being worked on through SEI.
- iii. Working on environmental club showcase happening next week.
- iv. Working on the Statement to Senators
- v. Note from Chair, if you have anything for the BOT meeting, get those items to Aspen ASAP. Reminder from Adam, links in reports to agendas for sharing examples to the body.

- vi. Another monthly newsletter went up on the website for January.
- e. **ASWWU Executive Board Advisor Report** (Lorio, Verbal)
 - i. Reinforcing what was shared with Senate yesterday, this is time of year when everyone on campus are highly activated about a number of things. Please do what you need to do to take care of yourself during this time. Pay attention to those around you who may need support. Don't go down the what-if rabbit hole, but think about potential for overly heightened responses to anything on campus right now. Have a strategy before approaching those meetings. Discussion about Rep Ilhan Omar's response to being attacked/assaulted. The way in which it was addressed inspired Adam to address this with everyone. Call for action tomorrow, pay attention to your emails, and communicate with Adam if you won't be in the office. Adam will be here if needed.

6. Action items – Items that may need a vote

- a. **Statement to Senators from Washington State** (Skinner, Polo, Maynard, Verbal)
 - i. Discussion- Much discussion and edits suggested for document. Will not be individually signed. Distribution – this won't go out immediately to everyone on campus, this just goes to the two Senators.

ASB-26-W-9	Motion: To approve the Letter addressed to Senators Murray and Cantwell regarding ICE with plans to distribute the letter directly to the Senators and in an all-student email.	
Motion Made By: Skinner		Motion Seconded By: Carnell
Vote Count: 6 Aye, 0 Nay, 0 Abstain		Action Result: Passed

- b. **Statement of Support for General Strike on 1/30/26**

- i. Discussion-

ASB-26-W-10	Motion: To issue a statement in support of the general strike planned for tomorrow, 1/30.	
Motion Made By: Maynard		Motion Seconded By: Polo
Vote Count: 6 Aye, 0 Nay, 0 Abstain		Action Result: Passed

- c. **Appointment of VP Student Services to WSA Restructuring Taskforce** (Cates-Doglio, Verbal)

- i. Discussion-

ASB-26-W-11	Motion: To appoint VP of Student Services Carnell to WSA Restructuring Taskforce	
Motion Made By: Carnell		Motion Seconded By: Stegeman
Vote Count: 6 Aye, 0 Nay, 0 Abstain		Action Result: Passed

- d. **ASVP of University Operations Appointment Procedure** (Cates-Doglio, Doc #2)

- i. Discussion- Esther will be graduating at end of winter and has submitted her resignation, so we now have until the end of the quarter to determine how to replace the position. 3 options: special election, given the capacity in CAP, this is not possible; appointment process which is in the documents; or do nothing

and split the work amongst the rest of the Exec Board, making Maynard Vice Chair and including a shuffle of committee responsibilities. Much discussion on the subject. Adam suggests tabling this until next week so the members can do some additional research, and so the outgoing VP of Univ Operations can be involved as well. Chair tables the action item until next week. Adam requests that in review of procedure, highly recommends revisiting the appointment and selection timeline. The timeline is very restrictive, and needs to be tweaked before voting on it.

ASB-26-W-12	Motion: Tabled		
Motion Made By:		Motion Seconded By:	
Vote Count: ? Aye, ? Nay, ? Abstain		Action Result: Passed	

7. Discussion Items – Items that do not need a vote

a. AS Transportation Advisory Council/Active Transportation Fee (Carnell & Cates-Doglio, Verbal)

- i. Carnell appointed to negotiating team for WTA contract, options to look at including re-chartering the committee. ASTAC is chartered by AS Gov, and hasn't really worked well with AS Gov in the past, President Sabah had to involve himself to make this happen. Chair reminds Carnell to be as prepared as possible before each negotiation meeting. Continued discussion on ASTAC Fee and WTA negotiations.

8. Call to adjourn

Cates-Doglio, Chair, adjourned the meeting at 17:24.

ASWWU Executive Board Vacancy Fill by Appointment Application Procedure

Draft

Procedure

The exact timeline for filling each vacancy by appointment application based on the individual vacancy being considered will be determined and recorded by the ASWWU Executive Board at the same meeting the vacancy is approved to be filled by appointment. The timeline will be guided by the general principles and procedure outlined below but may differ depending on exact circumstances (e.g. date the vacancy must be filled by, etc).

1. The application period to fill ASWWU Executive Board Vacancy(ies) may open the business day after the vacancy(ies) is/are approved to be filled by application procedure. Vacancy applications will initially be open for 8 calendar days. If no applications are received during the 8-day period, then the application will remain open until at least one application is filed.
2. After the application period closes, a vacancy appointment work group consisting of the AS President, AS Advisor, a Vice President, and the departing Vice President (when applicable) will meet and score each candidate's responses on an approved rubric. After scoring, the three top candidates will be presented to the Executive Board at the next regular business meeting to be approved to move on to the next round of the process as finalists. If there are less than three finalists, the process will continue as described, but with the candidates available.
 - a. If the body approves the finalists brought forward, then the body will vote on a set of 3 questions, for them to answer in a face-to-face meeting with the vacancy selection workgroup.
 - b. If the body votes not to approve the presented finalists, the work group will return to the applications, and bring forward another set of candidates, or the body may vote to reopen the application for a given time.
3. Once the body has approved finalists, and final questions to ask them, finalists will be asked to answer the approved questions in written form, to be submitted to the AS President in time to be presented at the next regular business meeting of the AS Executive Board.
4. After the finalists' responses have been collected, they will be distributed as a document to the body. The finalists will be given the opportunity to introduce themselves to the body during a regular business meeting of the AS Executive Board. The body is expected to deliberate over which responses have the most merit, and from there vote to appoint a new member of the body to the applicable open seat.

ASWWU Executive Board Vacancy Filling by Appointment Procedure: Approved: {Enter Date/Senate Motion # of last time passed}

Initial Application Questions

Question 1: Why are you interested in being an elected representative in ASWWU Government?

Question 2: What relevant experience would you bring to this role if you were appointed?

Time Frame – General Guideline

	Any Regular Executive Board Meeting (1 st)	Within a week of the vote to fill via vacancy	Next Exec Board Meeting (2 nd and 3 rd)	Application Closes (8 th Calendar Day)	Next Exec Board Meeting (4 th)	Next Exec Board Meeting (5 th)
Action of the Exec Board	Vote to fill vacancy by appointment Application	Application Period Opens for 8 calendar days	No action	Work group scores applications	3 Finalists presented, voted on, Finalist Questions Approved (sent to Finalists)	Finalist responses reviewed; Finalists introduce themselves, vote to appoint 1 Finalist to each open seat.

ASWWU Executive Board Vacancy Filling by Appointment Procedure: Approved: {Enter Date/Senate Motion # of last time passed}

Winter 2026 ASWWU VP Operations Appointment timeline- Draft

2/5/26: ASWWU EB Decision to Appoint, timeline approved

2/6/26: Vacancy Application opens

2/15: Application closes

2/17: Application review, 2/18 finalist list ready for doc packet

2/19: 3 finalist presented to EB, finalist questions approved

2/26: Finalists at EB to answer questions in person, deliberation (Exec Session), Appt made

Western Washington University

ASWWU VP for University Operations Description 2025-26

About the Program & Position

Student Government serves as the voice of the student body, representing students to WWU administration, faculty, and staff. Empowered by the President of WWU, elected student officials advocate for student interests, oversee student fees, and ensure that student perspectives shape key decisions at WWU.

The Associated Student Government at Western Washington University is charged by the President to represent the interests of the Associated Students of Western Washington University (ASWWU) in shared governance of the University. ASWWU Government is a two-body governing system, comprised of the ASWWU Executive Board and the ASWWU Senate.

The Executive Board advocates for student interests in non-academic divisions, departments, and programs at WWU, as well as with the Board of Trustees and relevant external governmental agencies. The Executive Board ensures student representation on university matters beyond the classroom.

The Senate advocates for student interests in academic affairs, including department policies, curriculum design, and academic support services. Each college elects two senators to represent its students, while four At-Large Senators advocate for the entire WWU student body. Senators serve on academic committees, participate in Senate decision-making, and pursue projects that reflect the student body's priorities and values.

The Vice President for University Operations acts as an official liaison between the ASWWU Executive Board and the WWU Divisions of Business and Financial Affairs and University Advancement units/departments/programs such as: Facilities Development & Operation (FDO), Finance & Business Services, and the WWU Foundation.

Term of the Position

This position starts the Saturday of Spring Commencement after ASWWU annual regular elections and ends the Friday of Spring finals week the following academic year. Vice Presidents can work up to 15 hours per week during Fall, Winter, and Spring academic terms excluding finals week(s). Additional weekly hours (up to 19) may be available based on updated budget expenditure, individual schedule and capacity. Limited Summer term hours will be required for training and planning for the upcoming academic year. Work during intersession and breaks may be approved by ASWWU Governance staff in certain circumstances. Final allocation of additional hours must be approved by permanent staff budget authority.

Required Qualifications

Candidates/Elected Individual must:

- Be enrolled in six or more credits for undergraduate students and four or more credits for graduate students during upcoming Fall, Winter, and Spring academic terms.
- Have a minimum of a 2.00 cumulative and current GPA at time of candidate filing and maintain throughout terms of service if elected.
- Have good academic standing at time of candidate filing and maintain throughout terms of service if elected.
- Be able to complete the entire term of the position.
- Be eligible for employment in the U.S. from the time of filing for candidacy through the full term of the position, includes DACA recipients.
- Be available for limited, occasional evening work throughout the academic year.
- Be available for limited, occasional weekend work throughout the academic year.
- Avoid any commitments that would conflict with the essential responsibilities of this position, including but

not limited to study abroad, internships, gap-quarters, etc.

Position Responsibilities

Represent the interests of the student body of WWU by:

- Regularly devoting up to 15 hours/week to AS Executive Board business.
- Establishing and maintaining at least 2-5 hours weekly of a publicly publicized Constituent Consultation Availability Schedule. (e.g. listening sessions, consultation appointments, etc.).
- Being available to constituents via email and by-appointment.
- Communicating with diverse groups of students on a regular basis.
- Holding the interests of the student body above any personal interests, aspirations or goals.
- Attending and representing students at all Associated Students, University, and other committee meetings under position purview.

Ensure the effectiveness of Executive Board operations by:

- Attending all Executive Board trainings and retreats, unless previously communicated a needed absence.
- Attending all Executive Board meetings, unless absence approved prior to meeting.
- Attending, at minimum, bi-weekly check-in meetings with designated advisor.
- Reviewing all relevant meeting documents such as meeting agendas and documents packet before Executive Board meetings.
- If presenting at an Executive Board meeting, submitting necessary documents for presentation in advance.
- Communicating and collaborating with other Vice Presidents and the ASWWU President on relevant projects.
- Ensuring the Executive Board is operating in alignment with the current ASWWU Government Charter, Constitution and By-laws.
- Maintaining a regular weekly work schedule to fulfill the duties and responsibilities of the position between 7:00am-9:00pm, Monday-Friday.
- Communicating work schedule with advisors, the Executive Board Student Government Assistant, fellow Vice Presidents, and ASWWU President.

Serve on the Following Committees:

- ASWWU Transportation Advisory Committee (Co-Chair)
- Advisory Committee for Socially Responsible Investing (Voting Member)
- Additional Committees as delegated by the Executive Board
- Additional committee responsibilities may be assigned during the academic year based on Institutional requests, position availability and capacity.

Pay Rate

Estimated starting rate for the ASWWU Vice President (2025-2026) is \$22.00 per hour.

Administrative Note:

The exact wage and total hours per week are subject to change pending final approval of ASWWU Governance Budget and final, approved, S&A Fee Allocation.

This position is exempt from civil services rules per WAC 357-04-040

ASWWU Policy – DRAFT

New Voluntary Student Fee Referendum Proposals

Policy Effective Date: ?

Topic:

Adoption of new voluntary student fees at Western Washington University requires Referendum Vote of ASWWU Members.

Purpose/Impact:

- Requires any proposed new voluntary student fee (as defined by Washington State Law), if approved for the ballot by ASWWU Government, to be decided by a Referendum vote of ASWWU Membership during the next available Spring Term ASWWU General Election.
- Requires a unified/consolidated fee referendum renewal schedule to increase transparency/understanding of ASWWU Referendum fees for ASWWU Members.

Full Policy Statement:

Pursuant to the authority granted ASWWU Government by Washington State RCW 28B.15.610 and currently approved ASWWU Student Government Charter (2023):

Effective immediately upon approval of this policy by ASWWU Government:

- 1) For any new proposal of a fee charged to Western Students that falls within the Washington State RCW description of Voluntary Student Fees: “any student fee or charge which the students voluntarily maintain upon themselves for student purposes only. Students are authorized to create or increase voluntary student fees for each academic year when passed by a majority vote of the student government or its equivalent, or referendum presented to the student body or such other process that has been adopted under this section.”
 - a. ASWWU Government shall not independently approve any new voluntary student fee without presenting it to ASWWU voters by referendum.
 - b. After following currently approved ballot measure filing procedures outlined in ASWWU Election Code, all New Student Fee proposals approved by ASWWU Government to be sent by referendum to ASWWU voters shall appear on the next applicable/available ASWWU Spring General Election Ballot.
- 2) Prior to being considered for approval by ASWWU Government to appear on a ballot, every new fee proposal must complete all Ballot Measure and Referendum proposal procedural requirements as outlined in the current ASWWU Elections Code.

- a. Any/all official procedures for proposal of fee referendum ballot measures are contained in the current ASWWU Elections Code which is reviewed and updated annually.
- 3) If approved by ASWWU voters and after all required administrative procedures (WWU BOT review/approval, etc) are completed, the new fee shall be implemented/charged as prescribed by the referendum language.
 - 4) After initial approval, renewal referendum votes for approved fees will have their renewal schedules adjusted such that:
 - a. All currently approved ASWWU Ballot Referendum fees due for a renewal vote appear together at the same time on an ASWWU Spring General Election ballot.
 - b. Ballot Referendum for all fee renewals shall be scheduled every 4 years giving ASWWU voters the opportunity to review all eligible renewals of Referendum fee at the same time, giving most ASWWU members the opportunity to review and vote on comprehensive fee renewals at least once during their time at Western.
 - c. Tracking and scheduling of renewal fee referenda at least once every 4 years is the responsibility of ASWWU Governance Advising staff.
 - i. Updated renewal schedules may be modified to address any updated WWU BOT Fee Approval timelines and requirements with the intent of not having accidental lapses in approved fee revenue.

Upon approval, this policy immediately cancels any previous policies and related procedures regarding the proposal and adoption of new voluntary student fees.

The scope of this policy is limited and in no way impacts any other granted authorities or responsibilities of ASWWU Government regarding fees at Western Washington University.

Western Washington University

ASWWU President Description 2025-26

About the Program & Position

Student Government serves as the voice of the student body, representing students to WWU administration, faculty, and staff. Empowered by the President of WWU, elected student officials advocate for student interests, oversee student fees, and ensure that student perspectives shape key decisions at WWU.

The Associated Student Government of Western Washington University is charged by the President to represent the interests of the Associated Students of Western Washington University (ASWWU) in shared governance of the University. ASWWU Government is a two-body governing system, comprised of the ASWWU Executive Board and the ASWWU Senate.

The Executive Board advocates for student interests in non-academic divisions, departments, and programs at WWU, as well as with the Board of Trustees and relevant external governmental agencies. The Executive Board ensures student representation on university matters beyond the classroom.

The Senate advocates for student interests in academic affairs, including department policies, curriculum design, and academic support services. Each college elects two senators to represent its students, while four At-Large Senators advocate for the entire WWU student body. Senators serve on academic committees, participate in Senate decision-making, and pursue projects that reflect the student body's priorities and values.

The ASWWU President is the chair and a voting member of the ASWWU Executive Board. This elected position is charged with serving all ASWWU students. The President is responsible for representing students, leading the Executive Board and working with the Senate President for the success of the ASWWU Government. The President is also responsible for coordinating official communications on behalf of the Executive Board and assisting students in communicating concerns important to students to university administration.

Term of the Position

This position starts the Saturday of Spring Commencement after ASWWU annual regular elections and ends the Friday of Spring finals week the following academic year. The ASWWU President can work up to 20 hours per week during Fall, Winter, and Spring academic terms excluding finals week(s). Additional weekly hours (up to 25) may be available based on updated budget expenditure, individual schedule and capacity. Limited Summer term hours will be required for training and planning for the upcoming academic year. Work during intersession and breaks may be approved by ASWWU Governance staff in certain circumstances. Final allocation of additional hours must be approved by permanent staff budget authority.

Required Qualifications

Candidates/Elected Individual must:

- Be enrolled in six or more credits for undergraduate students and four or more credits for graduate students during upcoming Fall, Winter, and Spring academic terms.
- Have a minimum of a 2.00 cumulative and current GPA at time of candidate filing and maintain throughout terms of service if elected.
- Have good academic standing at time of candidate filing and maintain throughout terms of service if elected.
- Be able to complete the entire term of the position.
- Be eligible for employment in the U.S. from the time of filing for candidacy through the full term of the position, includes DACA recipients.
- Be available for limited, occasional evening work throughout the academic year.
- Be available for limited, occasional weekend work throughout the academic year.

- Avoid any commitments that would conflict with the essential responsibilities of this position, including but not limited to study abroad, internships, gap-quarters, etc.

Position Responsibilities

Represent the interests of the student body of WWU by:

- Regularly devoting up to 20 hours/week to AS Executive Board business.
- Establishing and maintaining at least five (5) hours weekly of a publicly publicized Constituent Consultation Availability Schedule. (e.g. listening sessions, consultation appointments, etc)
- Being available to constituents via email and by-appointment.
- Communicating with diverse groups of students on a regular basis.
- Holding the interests of the student body above any personal interests, aspirations or goals.
- Attending and representing students at all Associated Students, University, and other committee meetings under position purview.

Ensure the effectiveness of Executive Board operations by:

- Attending all Executive Board trainings and retreats, unless previously communicated a needed absence.
- Attending all Executive Board meetings, unless absence approved prior to meeting.
- Attending, at minimum, bi-weekly check-in meetings with designated advisor.
- Reviewing all relevant meeting documents such as meeting agendas and documents packet before Executive Board meetings.
- If presenting at an Executive Board meeting, submitting necessary documents for presentation in advance.
- Communicating and collaborating with other Vice Presidents and the ASWWU President on relevant projects.
- Ensuring the Executive Board is operating in alignment with the current ASWWU Government Charter, Constitution and By-laws.
- Maintaining a regular weekly work schedule to fulfill the duties and responsibilities of the position between 7:00am-9:00pm, Monday-Friday.
- Communicating work schedule with advisors, the Executive Board Student Government Assistant, fellow Vice Presidents, and ASWWU Senate President.
- Identifying short- and long-term strategic ASWWU Executive Board goals.

Serve on the Following Committees:

- ASWWU Conference Committee (Co-Chair)
- Student Trustee Selection Committee (Co-Chair)
- Services and Activities Fee Committee (Voting Member)
- Washington Student Association Board of Directors (Voting Member)
- WWU Board of Trustees (Invitee)
- Additional committee responsibilities may be assigned during the academic year based on Institutional requests, position availability and capacity.

Pay Rate

Estimated starting rate for the ASWWU Senator (2025-2026) is \$22.00 per hour.

Administrative Note:

The exact wage and total hours per week are subject to change pending final approval of ASWWU Governance Budget and final, approved, S&A Fee Allocation.

This position is exempt from civil services rules per WAC 357-04-040

Western Washington University

ASWWU VP for Activities Description 2025-26

About the Program & Position

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The Senate advocates for student interests in academic affairs, including department policies, curriculum design, and academic support services. Each college elects two senators to represent its students, while four At-Large Senators advocate for the entire WWU student body. Senators serve on academic committees, participate in Senate decision-making, and pursue projects that reflect the student body's priorities and values.

The Vice President for Activities acts as the strategic liaison between AS clubs and other Western organizations, including but not limited to Campus Recreation, the Departmental Related Activities Committee, Athletics and the Student Publications office.

Term of the Position

This position starts the Saturday of Spring Commencement after ASWWU annual regular elections and ends the Friday of Spring finals week the following academic year. Vice Presidents can work up to 15 hours per week during Fall, Winter, and Spring academic terms excluding finals week(s). Additional weekly hours (up to 19) may be available based on updated budget expenditure, individual schedule and capacity. Limited Summer term hours will be required for training and planning for the upcoming academic year. Work during intersession and breaks may be approved by ASWWU Governance staff in certain circumstances. Final allocation of additional hours must be approved by permanent staff budget authority.

Required Qualifications

Candidates/Elected Individual must:

- Be enrolled in six or more credits for undergraduate students and four or more credits for graduate students during upcoming Fall, Winter, and Spring academic terms.
- Have a minimum of a 2.00 cumulative and current GPA at time of candidate filing and maintain throughout terms of service if elected.
- Have good academic standing at time of candidate filing and maintain throughout terms of service if elected.
- Be able to complete the entire term of the position.
- Be eligible for employment in the U.S. from the time of filing for candidacy through the full term of the position, includes DACA recipients.
- Be available for limited, occasional evening work throughout the academic year.
- Be available for limited, occasional weekend work throughout the academic year.

- Avoid any commitments that would conflict with the essential responsibilities of this position, including but not limited to study abroad, internships, gap-quarters, etc.

Position Responsibilities

Represent the interests of the student body of WWU by:

- Regularly devoting up to 15 hours/week to AS Executive Board business.
- Establishing and maintaining at least 2-5 hours weekly of a publicly publicized Constituent Consultation Availability Schedule. (e.g. listening sessions, consultation appointments, etc)
- Being available to constituents via email and by-appointment.
- Communicating with diverse groups of students on a regular basis.
- Holding the interests of the student body above any personal interests, aspirations or goals.
- Attending and representing students at all Associated Students, University, and other committee meetings under position purview.

Ensure the effectiveness of Executive Board operations by:

- Attending all Executive Board trainings and retreats, unless previously communicated a needed absence.
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- If presenting at an Executive Board meeting, submitting necessary documents for presentation in advance.
- Communicating and collaborating with other Vice Presidents and the ASWWU President on relevant projects.
- Ensuring the Executive Board is operating in alignment with the current ASWWU Government Charter, Constitution and By-laws.
- Maintaining a regular weekly work schedule to fulfill the duties and responsibilities of the position between 7:00am-9:00pm, Monday-Friday.
- Communicating work schedule with advisors, the Executive Board Student Government Assistant, fellow Vice Presidents, and ASWWU President.

Serve on the Following Committees:

- Student Union Advisory Board (Voting Member)
- Student Publications Council (Voting Member)
- Departmental Related Activities Council (Non-voting Member)
- Additional committee responsibilities may be assigned during the academic year based on Institutional requests, position availability and capacity.

Pay Rate

Estimated starting rate for the ASWWU Vice President (2025-2026) is \$22.00 per hour.

Administrative Note:

The exact wage and total hours per week are subject to change pending final approval of ASWWU Governance Budget and final, approved, S&A Fee Allocation.

This position is exempt from civil services rules per WAC 357-04-040

Western Washington University

ASWWU VP for Diversity Position Description 2025-26

About the Program & Position

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The Associated Student Government at Western Washington University is charged by the President to represent the interests of the Associated Students of Western Washington University (ASWWU) in shared governance of the University. ASWWU Government is a two-body governing system, comprised of the ASWWU Executive Board and the ASWWU Senate.

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The Senate advocates for student interests in academic affairs, including department policies, curriculum design, and academic support services. Each college elects two senators to represent its students, while four At-Large Senators advocate for the entire WWU student body. Senators serve on academic committees, participate in Senate decision-making, and pursue projects that reflect the student body's priorities and values.

The ASWWU Vice President for Diversity is responsible for promoting a commitment to diversity, equity, and inclusivity in all Programs and Offices across campus. This position acts as the official liaison on behalf of the ASWWU Executive Board to university offices offering services to marginalized or underrepresented students including but not limited to The Centers for Student Access, Community, and Intercultural Engagement and the Office of Equity. The ASWWU Vice President for Diversity is charged with working with university administrators, faculty, and fellow students as they continue to focus on diversity and equity efforts. This includes the empowerment, retention, and full inclusion of all populations on campus that are and have been systemically and historically marginalized, and or underrepresented.

Term of the Position

This position starts the Saturday of Spring Commencement after ASWWU annual regular elections and ends the Friday of Spring finals week the following academic year. Vice Presidents can work up to 15 hours per week during Fall, Winter, and Spring academic terms excluding finals week(s). Additional weekly hours (up to 19) may be available based on updated budget expenditure, individual schedule and capacity. Limited Summer term hours will be required for training and planning for the upcoming academic year. Work during intersession and breaks may be approved by ASWWU Governance staff in certain circumstances. Final allocation of additional hours must be approved by permanent staff budget authority.

Required Qualifications

Candidates/Elected Individual must:

- Be enrolled in six or more credits for undergraduate students and four or more credits for graduate students during upcoming Fall, Winter, and Spring academic terms.
- Have a minimum of a 2.00 cumulative and current GPA at time of candidate filing and maintain throughout terms of service if elected.
- Have good academic standing at time of candidate filing and maintain throughout terms of service if elected.
- Be able to complete the entire term of the position.
- Be eligible for employment in the U.S. from the time of filing for candidacy through the full term of the position, includes DACA recipients.

- Be available for limited, occasional evening work throughout the academic year.
- Be available for limited, occasional weekend work throughout the academic year.
- Avoid any commitments that would conflict with the essential responsibilities of this position, including but not limited to study abroad, internships, gap-quarters, etc.

Position Responsibilities

Represent the interests of the student body of WWU by:

- Regularly devoting up to 15 hours/week to AS Executive Board business.
- Establishing and maintaining at least 2-5 hours weekly of a publicly publicized Constituent Consultation Availability Schedule. (e.g. listening sessions, consultation appointments, etc.).
- Being available to constituents via email and by-appointment.
- Communicating with diverse groups of students on a regular basis.
- Holding the interests of the student body above any personal interests, aspirations or goals.
- Attending and representing students at all Associated Students, University, and other committee meetings under position purview.

Ensure the effectiveness of Executive Board operations by:

- Attending all Executive Board trainings and retreats, unless previously communicated a needed absence.
- Attending all Executive Board meetings, unless absence approved prior to meeting.
- Attending, at minimum, bi-weekly check-in meetings with designated advisor.
- Reviewing all relevant meeting documents such as meeting agendas and documents packet before Executive Board meetings.
- If presenting at an Executive Board meeting, submitting necessary documents for presentation in advance.
- Communicating and collaborating with other Vice Presidents and the ASWWU President on relevant projects.
- Ensuring the Executive Board is operating in alignment with the current ASWWU Government Charter, Constitution and By-laws.
- Maintaining a regular weekly work schedule to fulfill the duties and responsibilities of the position between 7:00am-9:00pm, Monday-Friday.
- Communicating work schedule with advisors, the Executive Board Student Government Assistant, fellow Vice Presidents, and ASWWU President.

Serve on the Following Committees:

- Sustainability, Equity, and Justice Fund Committee (Voting Member)
- Social Justice and Equity Committee (Voting Member)
- Chief Diversity Officer ADEI Council (Voting Member)
- ESC MSS Collaborative Council (Non-voting Member)
- Additional committee responsibilities may be assigned during the academic year based on Institutional requests, position availability and capacity.

Pay Rate

Estimated starting rate for the ASWWU Vice President (2025-2026) is \$22.00 per hour.

Administrative Note:

The exact wage and total hours per week are subject to change pending final approval of ASWWU Governance Budget and final, approved, S&A Fee Allocation.

This position is exempt from civil services rules per WAC 357-04-040

Western Washington University

ASWWU VP for Governmental Affairs Description 2025-26

About the Program & Position

Student Government serves as the voice of the student body, representing students to WWU administration, faculty, and staff. Empowered by the President of WWU, elected student officials advocate for student interests, oversee student fees, and ensure that student perspectives shape key decisions at WWU.

The Associated Student Government at Western Washington University is charged by the President to represent the interests of the Associated Students of Western Washington University (ASWWU) in shared governance of the University. ASWWU Government is a two-body governing system, comprised of the ASWWU Executive Board and the ASWWU Senate.

The Executive Board advocates for student interests in non-academic divisions, departments, and programs at WWU, as well as with the Board of Trustees and relevant external governmental agencies. The Executive Board ensures student representation on university matters beyond the classroom.

The Senate advocates for student interests in academic affairs, including department policies, curriculum design, and academic support services. Each college elects two senators to represent its students, while four At-Large Senators advocate for the entire WWU student body. Senators serve on academic committees, participate in Senate decision-making, and pursue projects that reflect the student body's priorities and values.

The ASWWU Vice President for Governmental Affairs (ASVPGA) acts as a liaison between the Associated Students and the University Legislative Liaison Office. The ASVPGA helps Western students understand issues of concern in local City, County, State of Washington, and the United States federal legislation. The Vice President for Governmental Affairs seeks to increase student awareness and involvement in legislative issues, increase voter turnout amongst students, and provide opportunities for students to become involved in the legislative processes. The ASVPGA is responsible for serving as Chair of the AS Legislative Affairs Council and facilitating creation and adoption of official AS Washington State Legislative Lobby Day Agendas as needed to represent ASWWU students. This position leads annual Western WA State Legislature Lobby Day(s) planning.

Term of the Position

This position starts the Saturday of Spring Commencement after ASWWU annual regular elections and ends the Friday of Spring finals week the following academic year. Vice Presidents can work up to 15 hours per week during Fall, Winter, and Spring academic terms excluding finals week(s). Additional weekly hours (up to 19) may be available based on updated budget expenditure, individual schedule and capacity. They may work up to 25 hours/week during Winter Term to prepare for Western Lobby Days. Limited Summer term hours will be required for training and planning for the upcoming academic year. Work during intersession and breaks may be approved by ASWWU Governance staff in certain circumstances. Final allocation of additional hours must be approved by permanent staff budget authority.

Required Qualifications

Candidates/Elected Individual must:

- Be enrolled in six or more credits for undergraduate students and four or more credits for graduate students during upcoming Fall, Winter, and Spring academic terms.
- Have a minimum of a 2.00 cumulative and current GPA at time of candidate filing and maintain throughout terms of service if elected.
- Have good academic standing at time of candidate filing and maintain throughout terms of service if elected.
- Be able to complete the entire term of the position.
- Be eligible for employment in the U.S. from the time of filing for candidacy through the full term of the position, includes DACA recipients.

- Be available for limited, occasional evening work throughout the academic year.
- Be available for limited, occasional weekend work throughout the academic year.
- Avoid any commitments that would conflict with the essential responsibilities of this position, including but not limited to study abroad, internships, gap-quarters, etc.

Position Responsibilities

Represent the interests of the student body of WWU by:

- Regularly devoting up to 15 hours/week to AS Executive Board business.
- Establishing and maintaining at least 2-5 hours weekly of a publicly publicized Constituent Consultation Availability Schedule. (e.g. listening sessions, consultation appointments, etc)
- Being available to constituents via email and by-appointment.
- Communicating with diverse groups of students on a regular basis.
- Holding the interests of the student body above any personal interests, aspirations or goals.
- Attending and representing students at all Associated Students, University, and other committee meetings under position purview.

Ensure the effectiveness of Executive Board operations by:

- Attending all Executive Board trainings and retreats, unless previously communicated a needed absence.
- Attending all Executive Board meetings, unless absence approved prior to meeting.
- Attending, at minimum, bi-weekly check-in meetings with designated advisor.
- Reviewing all relevant meeting documents such as meeting agendas and documents packet before Executive Board meetings.
- If presenting at an Executive Board meeting, submitting necessary documents for presentation in advance.
- Communicating and collaborating with other Vice Presidents and the ASWWU President on relevant projects.
- Ensuring the Executive Board is operating in alignment with the current ASWWU Government Charter, Constitution and By-laws.
- Maintaining a regular weekly work schedule to fulfill the duties and responsibilities of the position between 7:00am-9:00pm, Monday-Friday.
- Communicating work schedule with advisors, the Executive Board Student Government Assistant, fellow Vice Presidents, and ASWWU President.

Serve on the Following Committees:

- ASWWU Legislative Affairs Council (Chair)
- Additional committee responsibilities may be assigned during the academic year based on Institutional requests, position availability and capacity.

Pay Rate

Estimated starting rate for the ASWWU Vice President (2025-2026) is \$22.00 per hour.

Administrative Note:

The exact wage and total hours per week are subject to change pending final approval of ASWWU Governance Budget and final, approved, S&A Fee Allocation.

This position is exempt from civil services rules per WAC 357-04-040

Western Washington University

ASWWU VP for Student Services Description 2025-26

About the Program & Position

Student Government serves as the voice of the student body, representing students to WWU administration, faculty, and staff. Empowered by the President of WWU, elected student officials advocate for student interests, oversee student fees, and ensure that student perspectives shape key decisions at WWU.

The Associated Student Government at Western Washington University is charged by the President to represent the interests of the Associated Students of Western Washington University (ASWWU) in shared governance of the University. ASWWU Government is a two-body governing system, comprised of the ASWWU Executive Board and the ASWWU Senate.

The Executive Board advocates for student interests in non-academic divisions, departments, and programs at WWU, as well as with the Board of Trustees and relevant external governmental agencies. The Executive Board ensures student representation on university matters beyond the classroom.

The Senate advocates for student interests in academic affairs, including department policies, curriculum design, and academic support services. Each college elects two senators to represent its students, while four At-Large Senators advocate for the entire WWU student body. Senators serve on academic committees, participate in Senate decision-making, and pursue projects that reflect the student body's priorities and values.

The Vice President for Student Services acts as an official liaison between the ASWWU Executive Board and the WWU Division of Enrollment & Student Services programs such as: University Housing & Dining, Counseling & Wellbeing, Student Success Initiatives, Enrollment management, Student Life, and the AS Child Development Center. This position serves as a resource for all students on campus and in the community needing support for any concerns related to the areas listed above.

Term of the Position

This position starts the Saturday of Spring Commencement after ASWWU annual regular elections and ends the Friday of Spring finals week the following academic year. Vice Presidents can work up to 15 hours per week during Fall, Winter, and Spring academic terms excluding finals week(s). Additional weekly hours (up to 19) may be available based on updated budget expenditure, individual schedule and capacity. Limited Summer term hours will be required for training and planning for the upcoming academic year. Work during intersession and breaks may be approved by ASWWU Governance staff in certain circumstances. Final allocation of additional hours must be approved by permanent staff budget authority.

Required Qualifications

Candidates/Elected Individual must:

- Be enrolled in six or more credits for undergraduate students and four or more credits for graduate students during upcoming Fall, Winter, and Spring academic terms.
- Have a minimum of a 2.00 cumulative and current GPA at time of candidate filing and maintain throughout terms of service if elected.
- Have good academic standing at time of candidate filing and maintain throughout terms of service if elected.
- Be able to complete the entire term of the position.
- Be eligible for employment in the U.S. from the time of filing for candidacy through the full term of the position, includes DACA recipients.
- Be available for limited, occasional evening work throughout the academic year.
- Be available for limited, occasional weekend work throughout the academic year.

- Avoid any commitments that would conflict with the essential responsibilities of this position, including but not limited to study abroad, internships, gap-quarters, etc.

Position Responsibilities

Represent the interests of the student body of WWU by:

- Regularly devoting up to 15 hours/week to AS Executive Board business.
- Establishing and maintaining at least 2-5 hours weekly of a publicly publicized Constituent Consultation Availability Schedule. (e.g. listening sessions, consultation appointments, etc.).
- Being available to constituents via email and by-appointment.
- Communicating with diverse groups of students on a regular basis.
- Holding the interests of the student body above any personal interests, aspirations or goals.
- Attending and representing students at all Associated Students, University, and other committee meetings under position purview.

Ensure the effectiveness of Executive Board operations by:

- Attending all Executive Board trainings and retreats, unless previously communicated a needed absence.
- Attending all Executive Board meetings, unless absence approved prior to meeting.
- Attending, at minimum, bi-weekly check-in meetings with designated advisor.
- Reviewing all relevant meeting documents such as meeting agendas and documents packet before Executive Board meetings.
- If presenting at an Executive Board meeting, submitting necessary documents for presentation in advance.
- Communicating and collaborating with other Vice Presidents and the ASWWU President on relevant projects.
- Ensuring the Executive Board is operating in alignment with the current ASWWU Government Charter, Constitution and By-laws.
- Maintaining a regular weekly work schedule to fulfill the duties and responsibilities of the position between 7:00am-9:00pm, Monday-Friday.
- Communicating work schedule with advisors, the Executive Board Student Government Assistant, fellow Vice Presidents, and ASWWU President.

Serve on the Following Committees:

- Central Health & Safety Committee
- Emergency Management Council
- Executive Dining Committee
- Counseling Health and Wellness Committee
- ASWWU Transportation Advisory Committee (Vice Chair)
- Residential Advisory Committee
- Additional committee responsibilities may be assigned during the academic year based on Institutional requests, position availability and capacity.

Pay Rate

Estimated starting rate for the ASWWU Vice President (2025-2026) is \$22.00 per hour.

Administrative Note:

The exact wage and total hours per week are subject to change pending final approval of ASWWU Governance Budget and final, approved, S&A Fee Allocation.

This position is exempt from civil services rules per WAC 357-04-040

Western Washington University

ASWWU VP for Sustainability Description 2025-26

About the Program & Position

Student Government serves as the voice of the student body, representing students to WWU administration, faculty, and staff. Empowered by the President of WWU, elected student officials advocate for student interests, oversee student fees, and ensure that student perspectives shape key decisions at WWU.

The Associated Student Government at Western Washington University is charged by the President to represent the interests of the Associated Students of Western Washington University (ASWWU) in shared governance of the University. ASWWU Government is a two-body governing system, comprised of the ASWWU Executive Board and the ASWWU Senate.

The Executive Board advocates for student interests in non-academic divisions, departments, and programs at WWU, as well as with the Board of Trustees and relevant external governmental agencies. The Executive Board ensures student representation on university matters beyond the classroom.

The Senate advocates for student interests in academic affairs, including department policies, curriculum design, and academic support services. Each college elects two senators to represent its students, while four At-Large Senators advocate for the entire WWU student body. Senators serve on academic committees, participate in Senate decision-making, and pursue projects that reflect the student body's priorities and values.

The AS Vice President for Sustainability acts as a liaison between the Associated Students, Sustainability Engagement Institute, AS Recycling Center, Active Transportation Office, sustainability related student clubs, and other sustainability and sustainable transportation efforts. This position serves as a resource for all students on campus and in the community needing support for any concerns related to the areas listed above.

Term of the Position

This position starts the Saturday of Spring Commencement after ASWWU annual regular elections and ends the Friday of Spring finals week the following academic year. Vice Presidents can work up to 15 hours per week during Fall, Winter, and Spring academic terms excluding finals week(s). Additional weekly hours (up to 19) may be available based on updated budget expenditure, individual schedule and capacity. Limited Summer term hours will be required for training and planning for the upcoming academic year. Work during intersession and breaks may be approved by ASWWU Governance staff in certain circumstances. Final allocation of additional hours must be approved by permanent staff budget authority.

Required Qualifications

Candidates/Elected Individual must:

- Be enrolled in six or more credits for undergraduate students and four or more credits for graduate students during upcoming Fall, Winter, and Spring academic terms.
- Have a minimum of a 2.00 cumulative and current GPA at time of candidate filing and maintain throughout terms of service if elected.
- Have good academic standing at time of candidate filing and maintain throughout terms of service if elected.
- Be able to complete the entire term of the position.
- Be eligible for employment in the U.S. from the time of filing for candidacy through the full term of the position, includes DACA recipients.
- Be available for limited, occasional evening work throughout the academic year.
- Be available for limited, occasional weekend work throughout the academic year.
- Avoid any commitments that would conflict with the essential responsibilities of this position, including but

not limited to study abroad, internships, gap-quarters, etc.

Position Responsibilities

Represent the interests of the student body of WWU by:

- Regularly devoting up to 15 hours/week to AS Executive Board business.
- Establishing and maintaining at least 2-5 hours weekly of a publicly publicized Constituent Consultation Availability Schedule. (e.g. listening sessions, consultation appointments, etc.).
- Being available to constituents via email and by-appointment.
- Communicating with diverse groups of students on a regular basis.
- Holding the interests of the student body above any personal interests, aspirations or goals.
- Attending and representing students at all Associated Students, University, and other committee meetings under position purview.

Ensure the effectiveness of Executive Board operations by:

- Attending all Executive Board trainings and retreats, unless previously communicated a needed absence.
- Attending all Executive Board meetings, unless absence approved prior to meeting.
- Attending, at minimum, bi-weekly check-in meetings with designated advisor.
- Reviewing all relevant meeting documents such as meeting agendas and documents packet before Executive Board meetings.
- If presenting at an Executive Board meeting, submitting necessary documents for presentation in advance.
- Communicating and collaborating with other Vice Presidents and the ASWWU President on relevant projects.
- Ensuring the Executive Board is operating in alignment with the current ASWWU Government Charter, Constitution and By-laws.
- Maintaining a regular weekly work schedule to fulfill the duties and responsibilities of the position between 7:00am-9:00pm, Monday-Friday.
- Communicating work schedule with advisors, the Executive Board Student Government Assistant, fellow Vice Presidents, and ASWWU President.

Serve on the Following Committees:

- ASWWU Sustainability, Equity, and Justice Fund Committee (Chair)
- WWU Transportation Advisory Committee (Voting Member)
- President's Sustainability Advisory Council (Voting Member)
- Additional committee responsibilities may be assigned during the academic year based on Institutional requests, position availability and capacity.

Pay Rate

Estimated starting rate for the ASWWU Vice President (2025-2026) is \$22.00 per hour.

Administrative Note:

The exact wage and total hours per week are subject to change pending final approval of ASWWU Governance Budget and final, approved, S&A Fee Allocation.

This position is exempt from civil services rules per WAC 357-04-040