

Western Washington University

ASWWU Senate President Position 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 Senate President chairs the Senate and manages its administrative operations. The Senate President also serves on specific WWU committees, maintains regular communication with WWU administration, faculty, and staff on important issues, and supports student Senators in their work.

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 Senate President can work up to 20 hours per week during Fall, Winter, and Spring academic terms excluding finals week. 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.

Required Qualifications

Candidates/Senate President must:

- Be enrolled 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 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:

- Establishing and maintaining at least five publicly posted office hours per work week, Monday-Friday, to be available to constituents.
- Communicating with diverse groups of students on a regular basis.
- Being available to students via email and by-appointment.
- Represent student interests by serving on WWU committees.
- Holding the interests of the student body above any personal interests, aspirations, or goals.
- Representing the interests of WWU students on all issues that come before the Senate.
- Seeking and facilitating opportunities for student representation in university-wide decisions.

Ensure the effectiveness of Senate operations by:

- Convening and presiding over all meetings of the Senate.
- Writing and approving all agendas and documents for Senate meetings.
- Working with the advisor to plan and facilitate Senate retreats, meetings, and work sessions.
- Serving as the spokesperson of the Senate.
- Meeting regularly with the advisor.
- Identifying short- and long-term strategic goals for the Senate.
- Communicating goals with the Senate, advisor, and relevant collaborators.
- Ensure Senate vacancies are filled.
- Working with permanent staff budget authority to coordinate annual required Senate budget procedures.

Ensure the effectiveness of WWU committees by:

- Reviewing and nominating student appointees to serve on committees under position purview.
- Communicate with students and chairs of committees under position purview.
- Ensuring the appointment for all vacant student senator positions in standing committees.

Collaborate with other WWU organizations by:

- Regularly communicating with relevant WWU administration, faculty, and staff.
- Pursuing communication with relevant WWU offices on topics of interest to the Senate and constituents.
- Serving on designated WWU committees under position purview.
- Communicating regularly with the Executive Board President.

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.

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