



AS Vice President for Activities

Executive Board, \$16.70, 19hrs/week, 4 quarter position

This position begins the Saturday of Spring Commencement and ends the Friday of finals week the following spring quarter. The position holder is neither required nor expected to work during winter or spring breaks.

ABOUT THE OFFICE

The ASWWU Executive Board serves as a representational body in coordination with the ASWWU Student Senate on relevant student issues. The Executive Board shall serve as the Executive Branch of the ASWWU and shall represent student interests to the University Administration, the Board of Trustees, and appropriate external governmental agencies. The ASWWU Executive Board shall oversee general management of funds, affairs, and property of the ASWWU. The Executive Board will not be limited in the scope of issues it covers. Issues discussed by the Executive Board can originate from the ASWWU Student Senate, other Associated Students offices (AS), University committees, within the Executive Board itself, or directly from students. The Executive Board can draft, approve, and release resolutions on any issues brought before it.

ABOUT THE POSITION

The Vice President for Activities acts as the strategic advisor between the AS clubs, AS program offices and the Associated Students Executive Board. The Vice President for Activities is charged with empowering clubs to provide extra-and-co-curricular programming to the students of Western Washington University. The Vice President for Activities also serves as the Liaison between the AS and Western organizations. This position will support out of classroom student engagement opportunities

OFFICE RESPONSIBILITIES

Executive Board Responsibilities

- Represent the interests of the student body of Western Washington University by:
 - Devoting an average of 19 hours per week to Associated Students business.
 - Establishing and maintaining at least one posted office hour per school day.
 - Communicating with diverse groups of students on a regular basis.
 - Holding the interests of the student body above any personal interests, aspirations or goals.
 - Serving as an officer of the Associated Students Not-for-Profit organization.
 - Attending and representing students at all Associated Students, University, and other committee meetings under position purview.
 - Reviewing and nominating student appointees to serve on committees under position purview.
 - Working with the Office of Civic Representation and Engagement Programs Office to Engagement to recruit and communicate with students and chairs of committees under position purview.
- Ensure the effectiveness of the Executive Board Board of Directors operations by:
 - Attending all Executive Board Board of Directors retreats, meetings, and work sessions.
 - Avoiding any major academic commitments that would conflict with the essential responsibilities of this position. (e.g. study abroad, student teaching, etc.)
 - Working with the members of the Executive Board Board of Directors in a cooperative and timely manner.
 - Reporting major business of the position to the Associated Students President, as well as at each official meeting of the Executive Board.
 - Holding regular check-in meetings (typically biweekly) with the AS President and Student Activities Coordinator.
 - Reviewing and updating committee and council charge & charters, and rules of operation under position purview, and communicating changes to relevant groups.
 - Updating legacy documents for the position at least once per quarter.
- Promote and manage the Associated Students organization by:
 - Communicating regularly with the student body concerning the decisions and actions of ~~the~~ the Executive Board. Board of Directors.
 - Attending at least three (3) Associated Students program events per quarter.
 - Outreaching to and coordinating and/or attending meetings with students, not limited to club meetings, to discuss issues related to position purview or Board items, as needed.
 - Reviewing, publicizing, and selecting applicants for Associated Students scholarships.
 - Overseeing the funds, affairs, and property of the Associated Students organization.
 - Identifying short and long term strategic organizational goals.
 - Actively pursuing lines of communication to/within the university and seeking/facilitating opportunities for student representation in university-wide decisions.

POSITION RESPONSIBILITIES

- Ensure that AS Services and Programs serve the best interests of the diverse student body and adhere to AS Policy by:
 - Supporting the AS Club Activities Office by providing strategic guidance, providing connections to resources, and holding regularly scheduled check-ins with the Club Coordinator. May attend Club-Hub meetings each week.
 - Supporting AS Productions by providing strategic guidance, providing connections to resources, and holding regularly scheduled check-ins with the AS Productions Director. May attend AS Productions meetings when needed.
 - Maintaining regularly scheduled talk times with the Assistant Director for Student Activities
- Foster leadership within the Associated Students and the greater campus community by:
 - Contributing to AS Club Kickoff and other leadership development events, as needed.
 - Collaborating with VU Leadership and Community Engagement Center to create leadership opportunities.
- Represent the interests of students when communicating with external partners by:
 - Serving as a voting member on the Recreation Center Advisory Committee
 - Meeting with the Director of Athletics and Campus Recreation at least twice per quarter.
 - Encouraging collaboration between AS offices and the Athletics and Campus Recreation departments.
 - Representative to the Viking Union within the role of VU Advisory Board Chair

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REQUIRED QUALIFICATIONS

- Must be enrolled in a minimum of 6 credits for undergraduates and 4 credits for graduates at Western Washington University at the time of election.
- Have a minimum of a 2.50 cumulative grade point average at the time of election.
- Ability to complete entire term of position
- At the time of hiring, be eligible for employment in the U.S.

PREFERRED QUALIFICATIONS

- Leadership experience.
- Strong commitment to Diversity, Equity, and Inclusion initiatives.
- Working knowledge of the Associated Students organization.
- Problem solving and conflict management techniques.
- Previous council or committee experience at Western Washington University.
- Strong organizational and time management skills.
- Ability to communicate accurately and effectively.
- Experience working in group situations.
- Ability to balance multiple projects at one time.
- Interest and willingness to specialize in the activities area of the Associated Students.
- Understand budgets and the AS budget process.

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Student Budget Coordinator Responsibilities

- Chair, and facilitate, and create agendas for:
 - AS Activities Council
 - Serve as a voting member on:
 - Recreation Center Advisory Committee
 - Student Publications Council
 - Serve as an ex-officio/non-voting member on:
 - Department Related Activities Committee
 - Serve as an ex-officio/non-voting member on:
 - Student Athlete Advisory Committee
 - Review and nominate student members for:
 - AS Activities Council
 - Student Publications Council
 - Department Related Activities Committee
 - Recreation Center Advisory Committee
 - Serve on other Associated Students, University, or community committees as necessary.
- Ensure the stewardship of the student funds, in accordance with Associated Students goals and policies, by management of the following fund(s):
 - Activities Council Administration (FXXACA)
 - Grants, Underwrites, and Loans (FXXGRN)
 - Basic Funding (FXXBSC)
 - Club Conference Funding (FXXCLC)
 - This position will maintain supervisory responsibility for the following budgets:
 - Club Leadership Development Fund (FXXSBR-ASBSDJ)

This job description is subject to change in accordance with the AS Employment Policy.

The Associated Students is an Equal Opportunity Employer.

Revised May 25, 2021 by Executive Board