



## **Associated Students of Western Washington University**

Board of Directors

AS President

### **About the Position**

The President is the chief administrative and financial officer of the Associated Students organization and serves as spokesperson for the Board of Directors.

### **Position Classification**

The President serves as the chief elected officer for the Associated Students organization and as the Chairperson of the Board of Directors. The President is responsible for representing students, governing of the Associated Students and overseeing the Board of Directors.

### **About the Department**

The Board of Directors office oversees the management of funds, affairs, and property of the Associated Students organization and is the main point of contact for student representation at Western Washington University.

### **Term of Position**

This is a four quarter position. This position begins the Saturday of Spring Commencement and ends the Friday of finals week the following spring quarter. This position works an average of 25 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during winter or spring breaks. The AS President is required to travel on some weekends, this position will be compensated 2 weeks additional pay to the total weeks' worked.

### **AS Employment Qualifications**

- Maintain a minimum credit load throughout term of position of 6 undergraduate credits or 4 graduate credits
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

### **Required Officer Qualifications**

- Must be enrolled in a minimum of 6 undergraduate credits or 4 graduate credits at Western Washington University at the time of election.
- Must have a minimum of a 2.50 cumulative grade point average at the time of election.
- Completion of 5 quarters of college work, with at least 2 full-time (10 credits) quarters within the current academic year at Western Washington University.

### **Preferred Qualifications**

- Leadership experience.
- Working knowledge of the Associated Students organization.
- Critical thinking and problem solving skills.
- Conflict management skills.
- Previous council or committee experience at Western Washington University.

- Strong organizational and time management skills.
- Experience working as a member of a team.
- A working knowledge of the University governance and organization systems.
- Familiarity with local, state and national legislative systems.
- Experience facilitating group decision making processes.
- Ability to think holistically about complex situations.
- Ability to communicate accurately and effectively with a wide variety of groups.
- Public speaking skills.
- Previous student government involvement.
- Ability to be effective in new and different situations that may be outside of your comfort zone.

### **AS Employment Responsibilities**

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:
  - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
  - Attending all AS staff development events including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
  - Being knowledgeable of the AS organization and its general operations.
  - Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.
  - Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.
  - Developing and maintaining a legacy document as required by the AS Employment Policy.

### **Board of Directors Responsibilities**

- Represent the interests of the student body of Western Washington University by:
  - Devoting an average of 25 hours per week to Associated Students business.
  - Establishing and maintaining at least two posted office hours 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 chair 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 Representation and Engagement Programs Office to recruit and communicate with students and chairs of committees under position purview.
- Ensure the effectiveness of the Board of Directors operations by:
  - Attending all 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 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 Board of Directors.
  - Holding regular check-in meetings (typically biweekly) with the AS President and the Associate Dean of Student Engagement/ the Director of the Viking Union.

- 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 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**

- Serve the students of Western Washington University by:
  - Representing the interests of WWU students on all issues that come before the Board of Directors.
  - Serving as the spokesperson of the ASWWU, in consultation with the Board of Directors.
  - Preparing and providing (or delegating responsibility for) remarks for Summerstart, Transitions, Western Preview, Convocation, Back to Bellingham and other events/programs as necessary.
  - Regularly communicating with WWU administration, including the University President, Vice President for Enrollment and Student Services, Vice President for University Relations, and the Dean of Students.
  - Informing the AS Board of Directors of actions taken by the University Administration on a regular basis.
  - Giving a report at each regular session of the Board of Trustees, Western Foundation, President's Cabinet, and Alumni Association as to the major business of the Associated Students.
  - Promoting effective collaboration and communication by serving as a liaison between the Associated Students and the community, legislature, faculty, alumni, staff and WWU administration.
  - Ensuring Western Students are represented at the State Level by serving as a member of the Washington Student Association Board of Directors and participating in state lobbying effort.
  - Ensuring Western Students are represented at the Federal Level by helping plan and participating in the Federal Lobby Trip during spring quarter.
- Ensure the accountability and continuity of the Associated Students organization by:
  - Serving as the supervisor of the AS Vice Presidents in matters involving complaints and violations of the AS Employment Policy or Code of Conduct.
  - Keeping in contact with the AS Vice Presidents, AS Directors, AS and VU Advisors, and AS employees regarding important student issues and activities.
  - Promoting effective collaboration and communication within the AS Board of Directors Office and the Associated Students organization.
  - Working with the Vice Presidents and overseeing all business that is conducted out of the AS Board of Directors Office.
  - Providing strategic vision for AS Board of Directors trainings and retreats in collaboration with the Director of Student Activities.

- Chairing all meetings of the AS Board of Directors and AS Not-for-Profit, and approving all agenda items and minutes.
- Proofreading all minutes pertinent to the Board of Directors prior to the upcoming meeting.
- Working in cooperation with the AS Board of Directors Program Assistant to ensure that all records and reports of the Board are preserved.
- Ensure responsible financial management of the Associated Students organization by:
  - Serving as the Chief Student Budget Coordinator for all ASWWU operations and working in cooperation with the AS Business Director and AS VP for Business and Operations regarding financial and budgetary matters.
  - Managing the financial accounts of the AS Board of Directors in Conjunction with the VP for Business and Operations and working with consultation by the AS Business Director.

### **Committee Responsibilities**

- Chair, facilitate, and create agendas for:
  - AS Board of Directors
  - AS Not-for-Profit
  - AS Student Trustee Selection Committee
- Serve as a voting member on:
  - Enrollment Fee Funding Allocation Committee
  - President's Cabinet
  - President's Task Force on Equity, Inclusion and Diversity
  - Services and Activities Fee Committee
  - Washington Student Association Board of Directors
- Serve as an ex-officio/non-voting member on:
  - Western Foundation Governing Board
  - Western Board of Trustees
  - Alumni Association Board of Directors
- Review and nominate student members for:
  - AS Student Trustee Selection Committee
  - Students Rights and Responsibilities Code Review Committee
  - University Judicial Appeals Board
- Serve on other Associated Students, University, or community committees as necessary. Such as:
  - Capital planning implementation committees
  - Search committees for Deans, Vice Presidents or President of the university.

### **Student Budget Coordinator Responsibilities**

- Ensure the stewardship of the student funds, in accordance with Associated Students goals and policies, by management of the following fund(s):
  - Board Administration (FXXBAD)
  - Board Discretionary Fund (FXXBDS)
  - Board of Directors Summer Programs (FXXBSM)
  - Federal Lobbying Trip (ASBSCS)
  - Combined Fund Balance (FXXCOM-ASBACB)
  - Rainy Day Reserve (FXXSVG-ASBACC)
  - Large Event Loan Fund (FXXLEL-ASBSDE)
  - Capital Projects Reserve (FXXCAP-ASBACJ)
  - Bookstore Improvements Reserve (FXXBKS-ASBEQB)
  - Worker's Rights Consortium (FXXSBR-ASBSAQ)

**Salary**

This position will receive \$15,945 per position term (approximately \$620 twice per month).

**Reportage**

This position reports to the AS Board of Directors. The AS Board of Directors Chairperson in conjunction with the AS Personnel Director on behalf of the Board of Directors shall be charged with the responsibility to lead an objective investigation into complaints regarding Board Members. For complaints against the chairperson, the vice-chairperson shall act in their place.

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

The Associated Students is an Equal Opportunity Employer.

Revised on September 30<sup>th</sup>, 2015 by motion ASB-15-F-16.