

Style Guide for Board Job Descriptions

Note: This style guide only applies to the board job descriptions starting with "preferred qualifications" and beyond. The other parts are set by the personnel office.

Subject Wording	Uniform Wording
AS Board of Directors Associated Students Board of Directors	Board of Directors
WWU Administration Western Administration Admin The Administration	University Administration
Titles of specific AS positions; ex: Business Director	Always use AS before the title. The one exception to this is the Vice Presidential positions. See the following guideline.
VP for (title) ASVP for (title) AS VP for (title) Vice President of (title)	Vice President should always be spelled out. No AS is necessary in front of the title. Always use "for", not "of."
Vice Presidents (as a group, not specific ones. If specific, see previous rule.)	University Vice Presidents AS Vice Presidents (depending on which you mean)
Policies, ex: Employment Policy, Code of Conduct, Program Standards, etc.	Should have an AS in front of them, unless the context makes it clear that they are AS documents
Bus Ops	Business and Operations
Associated Student of Western Washington University AS of WWU WWU AS	On first reference: Associated Student of Western Washington University On subsequent: ASWWU
A.S.	This is NEVER allowed.
&	Write out as "and."
WWU	Western
Red, white and blue.	Red, white, and blue. Always use an oxford comma in a list.



Associated Students of Western Washington University

Board of Directors

Board Job Description Template

About the Position

The Vice President for Business & Operations is charged with overseeing the internal operations of all Associated Students programs, services, and the facilities in which they operate. The VP for Business and Operations acts as the liaison between the Board of Directors, the Viking Union and AS Bookstore. This position is responsible for making recommendations to the Board of Directors regarding employment policies, facilities management, budgeting, and program development.

Position Classification

Vice Presidents serve as elected officers for the Associated Student Organization and as members of the Board Directors. Vice Presidents are responsible for representing students and governing the operations of the Associated Students within a specific area of focus.

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 19 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.

AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of ~~10~~ 6 credits for undergraduates and ~~8~~ 4 credits for graduates.
- 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 credits for undergraduates and 4 credits for graduates ~~10~~ credits at Western Washington University at the time of election.
- Have a minimum of a 2.00 cumulative grade point average at the time of election.
- Completion of 3 quarters of college work, with at least 2 quarters within the current academic year at Western Washington University. This requirement must be met by the end of the spring quarter when elected.

President

- 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

Board of Directors Responsibilities

- Represent the interests of the student body of Western Washington University by:
 - Devoting at least no more than 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 and or goals.
 - Serving as an officer of the Associated Students Not-for-Profit organization. (the chair under president)
 - 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, ~~board~~ meetings, and work sessions.
 - Avoiding any academic commitments that would conflict with the responsibilities of this position.
 - 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.
 - Reviewing and updating committee and council charge & charters, bylaws, and rules of operation under position purview.
 - 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 students regarding issues pertinent to position purview.
 - 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.



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 of 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.

AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of 5 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 8 undergraduate credits or 6 graduate credits at Western Washington University at the time of election.
- Must have a minimum of a 2.00 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.
- Problem solving and conflict management techniques. Critical thinking and problem solving skills.
- Conflict management skills.

- 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 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.
- Previous student government involvement.
- Courage Ability to be effective in new and different situations that may be outside of your comfort zone.

AS Employment Responsibilities

- Serve the 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 pre-fall orientation.
 - 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 Committee 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.

Board of Directors Responsibilities

- Represent the interests of the student body of Western Washington University by:
 - Devoting at least 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 and 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 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, board meetings, and work sessions.
 - Avoiding any academic commitments that would conflict with the responsibilities of this position.
 - Working with the members of the Board of Directors in a cooperative and timely manner.

- Reporting major business of the position at each official meeting of the Board of Directors.
- Reviewing and updating committee and council charge & charters, bylaws, and rules of operation under position purview.
- 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 students regarding issues pertinent to position purview.
 - 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.

Position Responsibilities

- Serve the students of Western Washington University by:
 - Representing the interests of WWU students on all issues ~~which~~ that come before the Board of Directors.
 - Serving as the spokesperson of the ASWWU, in consultation with the Board of Directors.
 - Regularly communicating with WWU administration, including the University President, Vice President for Student Affairs Enrollment and Student Services, and Vice President for University Relations.
 - Informing the AS Board of Directors ~~concerning~~ of actions ~~of~~ 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 ~~what~~ the major business has been conducted by 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.
- Ensure the accountability and continuity of the Associated Students organization by:
 - ~~Serving the role of as the supervisor for~~ of the AS Vice Presidents ~~for~~ 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 A 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.
 - Planning 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.
 - 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 Budget Authority for all ASWWU operations and working in cooperation with the AS Business Director and AS VP for Business and Operations regarding financial and ~~budgeting~~ 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
 - Cold Beverage Contract Committee
- Serve as a voting member on:
 - Executive Policy Group
 - Presidents Council
 - Services and Activities Fee Committee
 - Washington Student Association Board of Directors
- Serve as an ex-officio/non-voting member on:
 - Western Foundation
 - WWU Western Board of Trustees
 - Alumni Association
 - ~~WWU Board of Trustees~~
 - ~~Western Foundation~~
- Review and nominate student members for:
 - AS Student Trustee Selection Committee
 - Cold Beverage Contract Committee
 - Students Rights and Responsibilities Code Review Committee
 - University Judicial Appeals Board
- Serve on other Associated Students, University, or community committees as necessary.

Salary

This position will receive a pay grade X, FTE 0.00 which is approximately \$0,000 per position term.

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 February 15, 2012 ~~February 9, 2012~~.



Associated Students of Western Washington University

Board of Directors

AS Vice President for Academic Affairs

About the Position

The Vice President for Academic Affairs acts as the liaison between the Associated Students and the Academic Affairs division of the University. The Vice President for Academic Affairs seeks to increase student awareness and involvement in the academic affairs of the university and represents students through positions on various academic committees.

Position Classification

Vice Presidents serve as elected officers Associated Student Organization and as members of the Board Directors. Vice Presidents are responsible for representing students and governing the operations of the Associated Students within a specific area of focus.

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 19 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.

AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of 10 credits for undergraduates and 8 credits for graduates.
- 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 10 credits at Western Washington University at the time of election.
- Have a minimum of a 2.00 cumulative grade point average at the time of election.
- Completion of 3 quarters of college work, with at least 2 quarters within the current academic year at Western Washington University. This requirement must be met by the end of the spring quarter when elected.

Preferred Qualifications

- Leadership experience.
- Working knowledge of the Associated Students organization.

- Problem solving and conflict management techniques skills.
- 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 as a member of a team.
- A working knowledge of the University governance and organizational systems
- Ability to think holistically and strategically about complex issues
- Critical thinking and problem solving skills
- Ability to facilitate group decision-making processes.

AS Employment Responsibilities

- Serve the 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 pre-fall orientation.
 - 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 Committee 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.

Board of Directors Responsibilities

- Represent the interests of the student body of Western Washington University by:
 - Devoting at least 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 and 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 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, board meetings, and work sessions.
 - Avoiding any academic commitments that would conflict with the responsibilities of this position.
 - 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.
 - Reviewing and updating committee and council charge & charters, bylaws, and rules of operation under position purview.

- 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 students regarding issues pertinent to position purview.
 - 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.

Position Responsibilities

- Ensure the Associated Students maintains clear communication with the Academic Affairs Division of the university by:
 - Providing a regular report to the AS Board of Directors and Faculty Senate at each regular session.
 - Informing the AS Board of Directors of any pertinent information about actions taken regarding the university academic system and university-wide decision-making bodies and collecting feedback on those actions.
 - Working closely with the Representation & Engagement Programs staff to monitor and provide ongoing support to student members serving on academically-related student committees.
- Promote collaboration with the Academic Affairs Division of the university by:
 - Outreaching to each college and each college dean at least once per year.
 - Meeting with the Provost and Vice President of Academic Affairs at least once per quarter.
 - Participate in the development and implementation of Viking Launch each quarter.
- Represent student interests on all issues related to academic affairs, academic support services, and university-wide decision-making by:
 - Advocating the student perspective regarding all matters of policy and procedure at the university level.
 - Making official recommendations to the AS Board of Directors concerning all academic affairs.
 - Attending committee meetings as listed under committee responsibilities.
- Ensure clear communication between the AS Student Senate and the AS Board of Directors is maintained by:
 - Regularly meeting with the AS Student Senate chair.
 - Attending and acting as the Board of Directors advisor at all AS Student Senate meetings.
 - Providing a regular report to the AS Student Senate regarding issues pertinent to the AS Student Senate or AS Board of Directors.
- Ensure the continuity and legitimacy of all documents pertinent to the Office of the Vice President for Academic Affairs by:
 - Reviewing and recommending necessary updates to university committee/council Charge and Charters and/or By-Laws under position purview.
 - Maintaining a historical record of pertinent documents under position purview.

Committee Responsibilities

- Chair, facilitate, and create agendas for:

- ~~AS Academic Affairs Council~~
- Student Technology Fee Committee
- Serve as a voting member on:
 - Academic Coordinating Commission
 - Academic Coordinating Commission Executive Board
 - Academic Fee Committee
 - ~~Academic Honesty Board~~
 - Career Services Center Advisory Board
 - Center for Service Learning Advisory Board
 - Committee on Undergraduate Education
 - First Year Experience Advisory Committee
 - AS Green Energy Fee Committee (Vice Chair)
 - Scholars Week Steering Committee
 - ~~Student Academic Grievance Board~~
 - Student Technology Center Governing Board
 - University Planning and Resource Council
 - University Planning and Resource Council Executive Board
- Serve as an ex-officio/non-voting member on:
 - AS Student Senate
 - Faculty Senate
- Review and nominate student members for:
 - AS Academic Affairs Council
 - Academic Coordinating Commission
 - Academic Honesty Board
 - Academic Technology Committee
 - Admissions and Inter-college Relations Committee
 - Excellence in Teaching Award Committee
 - Faculty Outstanding Services Award Committee
 - Graduate Council
 - International Programs Advisory Committee
 - Learning Commons Advisory Board
 - Peter J. Elich Excellence in Teaching Award Committee
 - Robert T. Kleinknecht Excellence in Teaching Award Committee
 - Senate Library Committee
 - Student Academic Grievance Board
 - Student Technology Center Governing Board
 - Student Technology Fee Committee
 - Teacher Curricula and Certification Council
 - University Planning and Resource Council
 - Other committees, as needed or assigned.
- Serve on other Associated Students, University, or community committees as necessary.

Salary

This position will receive a pay grade X, FTE 0.00 which is approximately \$0,000 per position term.

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 February 15, 2012.



Associated Students of Western Washington University

Board of Directors

AS Vice President for Activities

About the Position

The Vice President for Activities acts as the strategic advisor between the AS clubs and the Associated Students Board of Directors. 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 the Departmentally Related Activities Committee.

Position Classification

Vice Presidents serve as elected officers Associated Student Organization and as members of the Board Directors. Vice Presidents are responsible for representing students and governing the operations of the Associated Students within a specific area of focus.

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 19 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.

AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of 10 credits for undergraduates and 8 credits for graduates.
- 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 10 credits at Western Washington University at the time of election.
- Have a minimum of a 2.00 cumulative grade point average at the time of election.
- Completion of 3 quarters of college work, with at least 2 quarters within the current academic year at Western Washington University. This requirement must be met by the end of the spring quarter when elected.

Preferred Qualifications

- Leadership experience.

- 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.

AS Employment Responsibilities

- Serve the 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 pre-fall orientation.
 - 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 Committee 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.

Board of Directors Responsibilities

- Represent the interests of the student body of Western Washington University by:
 - Devoting at least 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 and 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 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, board meetings, and work sessions.
 - Avoiding any academic commitments that would conflict with the responsibilities of this position.
 - 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.
 - Reviewing and updating committee and council charge & charters, bylaws, and rules of operation under position purview.

- 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 students regarding issues pertinent to position purview.
 - 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.

Position Responsibilities

- Maximize the club experience for AS Clubs and their participants by:
 - Serving as a strategic advisor to the AS Club Activities Office.
 - Participating in the organization of an informational Club Kick Off for club members to be held during Fall Quarter.
 - Working closely with the Student Activities Advisor and the AS Club Coordinator regarding club communication, projects, and events.
 - Providing club leadership with information and expertise about programming, conferences, fund-raising, and the resources that the Associated Students can provide.
 - Encouraging dialogue with club representatives through various committees and AS departments.
 - Coordinating a club recognition event to be held during Spring Quarter.
- Foster leadership within the Associated Students and the greater campus community by:
 - Participating in the organization of the Campus Activities Showcase, in coordination with the Student Activities Advisor and the AS Club Coordinator to be held during Winter Quarter.
 - Consulting with Western Leadership Advantage in the organization and implementation of Project Leadership and the Karen W. Morse Leadership Institute.
- Ensure responsible use of student resources pertaining to the office of the Vice President for Activities by:
 - Serving as budget authority for Activities Council.
 - Maintaining a record of program and travel evaluation sheets.
 - Serving as budget authority for Project Leadership Planning Committee.
 - Ensuring that policies enacted by the Board of Directors pertaining to position purview are followed.
- Ensure that all AS services and programs serve the best interests of the diverse student body by:
 - Managing the AS Communications and Marketing Office.
 - Actively observing, participating in, and serving as a liaison from the AS Board of Directors--to KVIK and KUGS 89.3 FM.

Committee Responsibilities

- Chair, facilitate, and create agendas for:
 - AS Activities Council
 - ~~AS Inter Club Council (Co-Chair)~~
 - AS Project Leadership Planning Committee
 - AS Promotions Committee
- Serve as an Advisor for:

- AS Interclub Council
- Serve as a voting member on:
 - Student Publications Council
 - ~~VU Marketing Committee~~Cold Beverage Fund Committee
- Serve as an ex-officio/non-voting member on:
 - Department Related Activities Committee
- Review and nominate student members for:
 - AS Activities Council
 - AS Inter-Club Council
 - AS Project Leadership Planning Committee
 - ~~AS Promotions Committee~~
 - Student Publications Council
 - Department Related Activities Committee
- Serve on other Associated Students, University, or community committees as necessary.

Salary

This position will receive a pay grade X, FTE 0.00 which is approximately \$0,000 per position term.

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 February 15, 2012.



Associated Students of Western Washington University

Board of Directors

AS Vice President for Business and Operations

About the Position

The Vice President for Business & Operations is charged with overseeing the internal operations of all Associated Students programs, services, and the facilities in which they operate. The VP for Business and Operations acts as the liaison between the Board of Directors, the Viking Union and AS Bookstore. This position is responsible for making recommendations to the Board of Directors regarding employment policies, facilities management, budgeting, and program development.

Position Classification

Vice Presidents serve as elected officers Associated Student Organization and as members of the Board Directors. Vice Presidents are responsible for representing students and governing the operations of the Associated Students within a specific area of focus.

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 19 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.

AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of 10 credits for undergraduates and 8 credits for graduates.
- 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 10 credits at Western Washington University at the time of election.
- Have a minimum of a 2.00 cumulative grade point average at the time of election.
- Completion of 3 quarters of college work, with at least 2 quarters within the current academic year at Western Washington University. This requirement must be met by the end of the spring quarter when elected.

Preferred Qualifications

- Leadership experience.
- 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.
- Previous experience with mediation.
- Management or supervisory experience.
- Ability to make a substantial time commitment to the Associated Students.

AS Employment Responsibilities

- Serve the 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 pre-fall orientation.
 - 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 Committee 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.

Board of Directors Responsibilities

- Represent the interests of the student body of Western Washington University by:
 - Devoting at least 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 and 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 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, board meetings, and work sessions.
 - Avoiding any academic commitments that would conflict with the responsibilities of this position.
 - 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.
- Reviewing and updating committee and council charge & charters, bylaws, and rules of operation under position purview.
- 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 students regarding issues pertinent to position purview.
 - 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.

Position Responsibilities

- Ensure that policies and procedures are fair, efficient, and up-to-date by:
 - Working with the AS Board of Directors Program Assistant to develop and update policies and procedures of the AS.
 - Acting as Vice-Chairperson, serving as Chairperson in the absence of the AS President, of the Board of Directors.
 - Proofreading all minutes pertinent to the Board of Directors prior to the upcoming meeting.
- Preserve the financial stability and solvency of the Associated Students organization by:
 - Working with the Business Director on financial recommendations to the AS Board of Directors.
 - Checking to make sure users of student fees comply with funding policies.
 - Serving as budget authority for AS Management Council budget.
 - Compelling AS budget authorities, in conjunction with the Business Director, to stay within the constraints of their budgets.
 - Serving as the budget authority for the ASWWU in absence of the AS President.
 - Overseeing and reviewing budget committee processes and recommendations to the AS Board of Directors.
 - Representing the Associated Students to the Services & Activities Fee committee.
- Ensure that all AS services and programs serve the best interests of the diverse student body by:
 - ~~Managing the AS Personnel Office, Business Office, AS Productions, Resource and Outreach Programs, and Assessment Office, and Environmental and Sustainability Programs.~~
 - ~~Fostering the success and compliance of policies and goals—~~
 - ~~Actively observing, participating in, and serving as a liaison from the AS Board of Directors--to the Outdoor Center, Recycle Center, Child Development Center, KVIK, KUGS 89.3FM, and the Publicity Center.~~
 - Acting as the primary liaison of the Board of Directors and the student body to the Viking Union, Recycle Center, Publicity Center, Lakewood, Child Development Center, AS Vehicles, Viqueen Lodge, and Outdoor Center.
 - Developing, implementing, and communicating policies, procedures, and program directions established by the AS Board of Directors for day-to-day AS operations.
 - Overseeing the internal operations of all AS services and programs.

- ~~Facilitating the Structure & Program Advisory Committee as they administer the Tactical Assessment Program (TAP).~~
- Require that all AS directors serve the diverse student body and fulfill the responsibilities of their job descriptions by:
 - Supervising the AS Personnel Director, Business Director, Productions Director, ROP Director, and Assessment Associate Director and ESP Associate Director and assuming departmental supervisory responsibilities in their absence.
 - Fostering teamwork and communication among all AS departments through Management Council.

Committee Responsibilities

- Chair, facilitate, and create agendas for:
 - AS Budget Committee (Vice Chair)
 - AS Facilities & Services Council
 - AS Management Council
- ~~AS Structure and Program Advisory Committee~~
- Serve as a non-voting member on:
 - ~~AS Structure and Program Advisory Committee (Board Advisor)~~
- Serve as a voting member on:
 - AS Business Committee
 - AS Personnel Committee
 - AS/VU Tech Committee
 - Bookstore Advisory Committee Group
 - Services & Activities Fee Committee
 - VU Marketing Committee
- Review and nominate student members for:
 - AS Budget Committee
 - AS Election Board
 - AS Election Code Review Committee
 - AS Facilities and Services Council
 - AS Structure and Program Advisory Committee
 - Bookstore Advisory Committee
 - Services & Activities Fee Committee
- Serve on other Associated Students, University, or community committees as necessary.

Salary

This position will receive a pay grade X, FTE 0.00 which is approximately \$0,000 per position term.

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 February 15, 2012 February 9, 2012.



Associated Students of Western Washington University

Board of Directors

AS Vice President for Diversity

About the Position

The Vice President for Diversity is responsible for moving Western Washington University toward its expressed goals regarding diversity, as a representative of the Associated Students organization. The diversity focus includes the empowerment, retention and full inclusion of all populations on campus that are underrepresented or of a marginalized nature in society. This focus also includes the fostering of interaction, dialogue and respect between students from divergent backgrounds, ethnicities and perspectives.

Position Classification

Vice Presidents serve as elected officers Associated Student Organization and as members of the Board Directors. Vice Presidents are responsible for representing students and governing the operations of the Associated Students within a specific area of focus.

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 19 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.

AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of 10 credits for undergraduates and 8 credits for graduates.
- 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 10 credits at Western Washington University at the time of election.
- Have a minimum of a 2.00 cumulative grade point average at the time of election.
- Completion of 3 quarters of college work, with at least 2 quarters within the current academic year at Western Washington University. This requirement must be met by the end of the spring quarter when elected.

Preferred Qualifications

- Leadership experience.
- 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.
- Working knowledge of the Equal Opportunity Center, the Ethnic Student Center, disAbility Resources for Students (DRS), individual diversity programming offices on campus, and diversity issues concerning the university.
- Pro-active policy-making skills focusing on collaboration between diverse populations on campus.
- Understanding of current diversity issues concerning the greater Bellingham community.
- Ability to demonstrate an awareness of sensitive issues.
- Willingness to participate in open communication with the student body as a whole.
- Ability to facilitate open communication with university faculty and administration.
- Ability to foster constructive discourse on traditionally divisive and controversial issues.
- Ability to cultivate relationships and dialogue between diverse individuals and groups on campus.

AS Employment Responsibilities

- Serve the 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 pre-fall orientation.
 - 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 Committee 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.

Board of Directors Responsibilities

- Represent the interests of the student body of Western Washington University by:
 - Devoting at least 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 and 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 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, board meetings, and work sessions.
 - Avoiding any academic commitments that would conflict with the responsibilities of this position.
 - 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.
 - Reviewing and updating committee and council charge & charters, bylaws, and rules of operation under position purview.
 - 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 students regarding issues pertinent to position purview.
 - 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.

Position Responsibilities

- Ensure and advocate for equal representation for marginalized students in all Associated Students and University processes by:
 - Encouraging the Board of Directors and AS employees to attend events planned by students of color and underrepresented groups.
 - Communicating and working with the Personnel Office to ensure that all trainings and workshops incorporate diversity sensitivity.
 - Serving on University committees and taskforces pertaining to both diversity and other issues, as necessary.
 - Working with the AS Board of Directors and other University Entities to outreach to all populations on campus that are underrepresented or of a marginalized nature in society in regards to AS and University programs and actions.
 - Ensuring that all processes and programs have a commitment to diversity and inclusivity and provide a safe space for all students.
- Ensure management, and inclusivity of your sub groups in all decision making processes by:
 - Working with the ESC administration to plan quarterly ESC Building Unity trainings.
 - Working closely with the ESC Student Staff to promote effective and collaborative communication.
 - Communicating and discussing all issues with the appropriate leaders and managers of the departments charged to you to encourage visibility and inclusivity.
 - Coordinating and attending meetings with students, not limited to club meetings, to discuss diversity related concerns or issues, as needed.
 - Sharing, assessing, and serving as primary contact for strategies, programs, and initiatives on campus regarding diversity.
 - Acting as the Board of Directors liaison to groups affiliated with the Resource and Outreach Program offices, including the AS Women's Center, LGBTQA, VOC and DOC on diversity issues, attending meetings of the ROP offices as needed.

- Reviewing and recommending necessary updates to all committee/council Charge and Charters and/or By-Laws under position purview, only after communication with the appropriate bodies to make sure their voices are represented in the process
- Cultivating relationships and dialogue between diverse individuals and groups on campus.
- Working with the VP for Governmental Affairs to plan and implement a lobby day breakfast at the State Capitol for students of color.
- Ensure cooperation and communication with all University and Associated Students representative bodies by:
 - Actively working with relevant Student Affairs offices.
 - Acting as a liaison with the Equal Opportunity Officer about diversity issues around students, staff, and faculty.
 - Making official recommendations to the AS Board of Directors concerning all diversity affairs.
- Ensure objectivity of position by:
 - Advocating for all students.
 - Providing equal representation for all marginalized and underrepresented groups.
- Ensure that all AS services and programs serve the best interests of the diverse student body by:
 - Managing the Resource and Outreach Programs.

Committee Responsibilities

- Chair, facilitate, and create agendas for:
 - AS Ethnic Student Center Steering Committee
 - AS Ethnic Student Center Presidents Council
- Serve as a voting member on:
 - Diversity Achievement Award Committee
 - WWU President's Multicultural Advisory Board
- Serve as an ex-officio/non-voting member on:
 - Lesbian, Gay, Bisexual, Transgender Concerns Committee
- Review and nominate student members for:
 - disAbility Advisory Committee
 - Diversity Achievement Award Committee
 - Lesbian, Gay, Bisexual, Transgender Advocacy Council
- Serve on other Associated Students, University, or community committees as necessary.

Salary

This position will receive a pay grade X, FTE 0.00 which is approximately \$0,000 per position term.

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 February 15, 2012.



Associated Students of Western Washington University

Board of Directors

AS Vice President for Governmental Affairs

About the Position

The Vice President for Governmental Affairs acts as a liaison between the Associated Students and the University Relations division, the City and County governments, the State of Washington, and the United States federal government. 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 political process.

Position Classification

Vice Presidents serve as elected officers Associated Student Organization and as members of the Board Directors. Vice Presidents are responsible for representing students and governing the operations of the Associated Students within a specific area of focus.

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 19 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.

AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of 10 credits for undergraduates and 8 credits for graduates.
- 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 10 credits at Western Washington University at the time of election.
- Have a minimum of a 2.00 cumulative grade point average at the time of election.
- Completion of 3 quarters of college work, with at least 2 quarters within the current academic year at Western Washington University. This requirement must be met by the end of the spring quarter when elected.

Preferred Qualifications

- Leadership experience.
- 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 and work collaboratively and effectively with a wide variety of people on Western's campus and in the Bellingham community with elected officials accurately and effectively.
- Experience working in group situations.
- Working knowledge of legislative and political structures and systems.
- Ability to act appropriately in professional situations.
- Budget Management knowledge or experience.
- Ability to work independently while supervising others.

AS Employment Responsibilities

- Serve the 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 pre-fall orientation.
 - 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 Committee 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.

Board of Directors Responsibilities

- Represent the interests of the student body of Western Washington University by:
 - Devoting at least 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 and 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 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, board meetings, and work sessions.
 - Avoiding any academic commitments that would conflict with the responsibilities of this position.

- 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.
- Reviewing and updating committee and council charge & charters, bylaws, and rules of operation under position purview.
- 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 students regarding issues pertinent to position purview.
 - 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.

Position Responsibilities

- Ensure the interests of the Associated Students are represented in the Bellingham community by:
 - Educating and empowering students to vote in local elections and engage in community issues.
 - Attending meetings of and working with the Campus Community Coalition on issues relating to the community.
 - Monitoring the activities of the Mayors Neighborhood Advisory Council, Association of Bellingham Neighborhoods, individual Neighborhood Associations, Whatcom Transit Authority, and the Council of Faculty Representatives.
 - Attending and working with Bellingham City Council and Whatcom County Council when needed.
 - Making official recommendations to the Board of Directors concerning all community affairs.
 - Facilitating communication between AS and community organizations.
- Ensure the Associated Students is properly represented in state legislative issues by:
 - Attending state legislative hearings and testify when needed.
 - Ensuring-Facilitating the creation of a state legislative agenda via Legislative Affairs Council.
 - Attending meetings of and monitoring the Washington Student Association activities on and off campus.
 - Facilitating active student engagement in activities of the Washington Student Association.
 - Supervising and serving as co-budget authority for the AS Legislative Liaison.
 - Actively participating in state and national legislative affairs that impact students.
 - Organizing Viking Lobby Day in Olympia.
 - Making official recommendations to the Board of Directors concerning all state governmental affairs-Communicating decisions of Legislative Affairs Council to the Board of Directors regarding interpretation of the Legislative Agenda and priority legislative matters.
 - Gathering information for the student body regarding student interests on legislative matters.

- Actively meeting with the Vice President for University Relations and the Associate Vice President for University Relations.
- Support on campus legislative activities and education by:
 - Meeting with the AS President and AS Legislative Liaison to discuss the legislative session, Washington Student Association and other legislative issues.
 - Serving as an advisor to Western Votes throughout the academic year.
 - Creating reports regarding the activities of government entities to be distributed to the AS Board of Directors, Student Senate, Residence Hall Association, local media and other groups, as necessary.
 - ~~Directing the AS Elections Coordinator~~Representation and Engagement Programs and Western Votes in organizing a voter registration drive, prior to any upcoming election.
 - Communicating all pertinent information regarding governmental and community affairs to the AS Board of Directors, Student Senate, and Legislative Affairs Council.
 - Supervising the Representation & Engagement Programs activities through a minimum of bi-weekly check-ins with the Associate Director.
- Ensure the Associated Students is properly represented in federal legislative issues by:
 - Organizing a federal lobby trip to Washington D.C.
 - ~~Ensuring~~Facilitating the creation of a federal legislative agenda.
 - Making official recommendations to the Board of Directors concerning all federal governmental affairs.
 - Coordinating and working with the Vice President for University Relations on the University's federal agenda.

Committee Responsibilities

- Chair, facilitate, and create agendas for:
 - AS Alternative Transportation Fee Committee (Vice Chair)
 - AS Legislative Affairs Council
- ~~Serve as a voting member on~~Attend meetings of the:
 - Washington Student Association
- Review and nominate student members for:
 - AS Legislative Affairs Council
 - Sehome Hill Arboretum Board
 - WTA Citizen's Advisory Committee
- Serve on other Associated Students, University, or community committees as necessary.

Salary

This position will receive a pay grade X, FTE 0.00 which is approximately \$0,000 per position term.

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 February 16, 2012.



Associated Students of Western Washington University

Board of Directors

AS Vice President for Student Life

About the Position

The Vice President for Student Life acts as a liaison between the Associated Students, University Housing & Dining, Campus Recreation, and the Athletics Department. In addition, this position serves as a resource for all students needing support for any concerns related to the entities listed above, as well as those pertaining to campus health, safety, parking, and transportation.

Position Classification

Vice Presidents serve as elected officers Associated Student Organization and as members of the Board Directors. Vice Presidents are responsible for representing students and governing the operations of the Associated Students within a specific area of focus.

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 19 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.

AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of 10 credits for undergraduates and 8 credits for graduates.
- 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 10 credits at Western Washington University at the time of election.
- Have a minimum of a 2.00 cumulative grade point average at the time of election.
- Completion of 3 quarters of college work, with at least 2 quarters within the current academic year at Western Washington University. This requirement must be met by the end of the spring quarter when elected.

Preferred Qualifications

- Leadership experience.
- 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.
- Familiarity with University Residences, Residence Hall Association, and hall council structures.
- Passion and willingness to regularly communicate with large, diverse groups of students.
- Extensive experience working in group situations.

AS Employment Responsibilities

- Serve the 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 pre-fall orientation.
 - 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 Committee 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.

Board of Directors Responsibilities

- Represent the interests of the student body of Western Washington University by:
 - Devoting at least 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 and 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 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, board meetings, and work sessions.
 - Avoiding any academic commitments that would conflict with the responsibilities of this position.
 - 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.
- Reviewing and updating committee and council charge & charters, bylaws, and rules of operation under position purview.
- 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 students regarding issues pertinent to position purview.
 - 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.

Position Responsibilities

- Advance the interests and goals of the student body relating to student life by:
 - Communicating regularly with students living in residence halls and students involved in Campus Recreation programs.
 - Staying informed of issues pertaining to student transportation.
 - Facilitating and revising the Green Energy Fee program in a way that promotes fairness, transparency, and consistency.
 - Actively serving as a liaison with the Residence Hall Association (attending meetings as necessary).
- Facilitate communication between the Associated Students, campus entities, and the Bellingham community by:
 - Collaborating with the Campus Community Coalition.
 - Acting as a liaison between the Associated Students, the Athletics Department, and Campus Recreation Services.
 - Acting as a liaison between the Associated Students and students within the University Housing & Dining system.
- Create a more sustainable campus and promote sustainable practices by:
 - Ensuring fair review and consideration to all Green Energy Fee proposals.
 - Maintaining the mission statement, priorities, and purposes of the Green Energy Fee.
 - Promoting the Green Energy Fee program throughout the daily activities of this position.
- Ensure that all AS services and programs serve the best interests of the diverse student body by:
 - Managing the Alternative Transportation and Environmental and Sustainability Programs offices.

Committee Responsibilities

- Chair, facilitate, and create agendas for:
 - AS Alternative Transportation Fee Committee
 - AS Green Energy Fee Committee
 - AS Transportation Advisory Committee
- Serve as a voting member on:
 - Central Health & Safety Committee

- Emergency Management Council
- Executive Dining Committee
- Recreation Center Advisory Committee
- Residential Advisory Committee
- ~~Residence Hall Association~~

- Review and nominate student members for:
 - AS Green Energy Fee Committee
 - AS Alternative Transportation Fee Committee
 - Campus Dining Committee
 - Central Health & Safety Committee
 - Counseling, Health, & Wellness Services Committee
 - Emergency Management Council
 - Parking Appeals Board
 - Rec Center Advisory Committee
- Serve on other Associated Students, University, or community committees as necessary.

Salary

This position will receive a pay grade X, FTE 0.00 which is approximately \$0,000 per position term.

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 ~~February 16, 2012~~ February 9, 2012.