



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:
 - o 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,
 - o Attending all AS staff development events including pre-fall orientation,
 - o Being knowledgeable of the AS organization and its general operations,
 - o Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
 - o Working with supervisor and Personnel Committee to revise and update position job description.
 - o 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:
 - o Devoting at least 25 hours per week to Associated Students business,
 - o Establishing and maintaining at least two posted office hours per school day.
 - o Communicating with diverse groups of students on a regular basis,
 - o Holding the interests of the student body above any personal interests, aspirations and goals.
 - o Serving as an officer of the Associated Students Not-for-Profit organization,
 - o Attending and representing students at all Associated Students, University, and other committee meetings under position purview,
 - o Reviewing and nominating student appointees to serve on committees under position purview.
 - o 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:
 - o Attending all Board of Directors retreats, board meetings, and work sessions,
 - o Avoiding any academic commitments that would conflict with the responsibilities of this position.
 - o Working with the members of the Board of Directors in a cooperative and timely manner.

- o Reporting major business of the position at each official meeting of the Board of Directors.
- o Reviewing and updating committee and council charge & charters, bylaws, and rules of operation under position purview,
- o Updating legacy documents for the position at least once per quarter.
- Promote and manage the Associated Students organization by:
 - o Communicating regularly with the student body concerning the decisions and actions of the Board of Directors,
 - o Attending at least three (3) Associated Students program events per quarter,
 - o Outreaching to students regarding issues pertinent to position purview,
 - o Reviewing, publicizing, and selecting applicants for Associated Students scholarships,
 - o Overseeing the funds, affairs, and property of the Associated Students organization,
 - o Identifying short and long term strategic organizational goals.

Position Responsibilities

- Serve the students of Western Washington University by:
 - o Representing the interests of WWU students on all issues ~~which~~ that come before the Board of Directors.
 - o Serving as the spokesperson of the ASWWU, in consultation with the Board of Directors.
 - o Regularly communicating with WWU administration, including the University President, Vice President for ~~Student Affairs~~ Enrollment and Student Services, and Vice President for University Relations,
 - o Informing the AS Board of Directors ~~concerning-of~~ actions el-taken by the University Administration on a regular basis,
 - o Giving a report at each regular session of the Board of Trustees, Western Foundation, President's Cabinet* and Alumni Association as to ~~what~~ the maior business has been ~~conducted by~~ of the Associated Students*
 - o 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:
 - o ~~Serving the role of as the~~ supervisor for- ~~of the~~ AS Vice Presidents ~~fe~~ⁱⁿ matters involving complaints and violations of the AS Employment Policy or Code of Conduct.
 - o Keeping in contact with the AS Vice Presidents, AS Directors, AS ~~S~~^{and} VU Advisors, and AS employees regarding important student issues and activities,
 - o Promoting effective collaboration and communication within the AS Board of Directors Office and the Associated Students organization,
 - o Working with the Vice Presidents and overseeing all business that is conducted out of the AS Board of Directors Office,
 - o Planning AS Board of Directors trainings and retreats in collaboration with the Director of Student Activities*
 - o Chairing all meetings of the AS Board of Directors and AS Not-for-Profit, and approving all agenda items and minutes,
 - o 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:

- o 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,
- o 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:
 - o AS Board of Directors
 - o AS Not-for-profit
 - o AS Student Trustee Selection Committee
 - o Cold Beverage Contract Committee
- Serve as a voting member on:
 - o Executive Policy Group
 - o Presidents Council
 - o Services and Activities Fee Committee
 - o Washington Student Association Board of Directors
- Serve as an ex-officio/non-voting member on:
 - o Western Foundation
 - o WWF Western Board of Trustees
 - o Alumni Association
 - o ~~WWU Board of Trustees~~
 - o ~~Western Foundation~~
- Review and nominate student members for:
 - o AS Student Trustee Selection Committee
 - o Cold Beverage Contract Committee
 - o Students Rights and Responsibilities Code Review Committee
 - o 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 \$ 10,000 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 9, 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:
 - o 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,
 - o Attending all AS staff development events including pre-fall orientation,
 - o Being knowledgeable of the AS organization and its general operations,
 - o Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
 - o Working with supervisor and Personnel Committee to revise and update position job description.
 - o 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:
 - o Devoting at least 19 hours per week to Associated Students business,
 - o Establishing and maintaining at least one posted office hour per school day.
 - o Communicating with diverse groups of students on a regular basis,
 - o Holding the interests of the student body above any personal interests, aspirations and goals.
 - o Serving as an officer of the Associated Students Not-for-Profit organization,
 - o Attending and representing students at all Associated Students, University, and other committee meetings under position purview,
 - o Reviewing and nominating student appointees to serve on committees under position purview.
 - o 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:
 - o Attending all Board of Directors retreats, board meetings, and work sessions,
 - o Avoiding any academic commitments that would conflict with the responsibilities of this position.
 - o Working with the members of the Board of Directors in a cooperative and timely manner.

- o Reporting major business of the position to the Associated Students President, as well as at each official meeting of the Board of Directors,
- o Reviewing and updating committee and council charge & charters, bylaws, and rules of operation under position purview,
- o Updating legacy documents for the position at least once per quarter.
- Promote and manage the Associated Students organization by:
 - o Communicating regularly with the student body concerning the decisions and actions of the Board of Directors,
 - o Attending at least three (3) Associated Students program events per quarter,
 - o Outreaching to students regarding issues pertinent to position purview,
 - o Reviewing, publicizing, and selecting applicants for Associated Students scholarships,
 - o Overseeing the funds, affairs, and property of the Associated Students organization,
 - o Identifying short and long term strategic organizational goals.

Position Responsibilities

- Advance the interests and goals of the student body relating to student life by:
 - o Communicating regularly with students living in residence halls and students involved in Campus Recreation programs,
 - o Staying informed of issues pertaining to student transportation.
 - o Facilitating and revising the Green Energy Fee program in a way that promotes fairness, transparency, and consistency,
 - o 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:
 - o Collaborating with the Campus Community Coalition.
 - o Acting as a liaison between the Associated Students, the Athletics Department, and Campus Recreation Services,
 - o 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:
 - o Ensuring fair review and consideration to all Green Energy Fee proposals,
 - o Maintaining the mission statement, priorities, and purposes of the Green Energy Fee.
 - o Promoting the Green Energy Fee program throughout the daily activities of this position.

Committee Responsibilities

- Chair, facilitate, and create agendas for:
 - o AS Alternative Transportation Fee Committee
 - o AS Green Energy Fee Committee
 - o AS Transportation Advisory Committee
- Serve as a voting member on:
 - o Central Health & Safety Committee
 - o Emergency Management Council
 - o Executive Dining Committee
 - o Recreation Center Advisory Committee
 - o Residential Advisory Committee

Residence Hall Association

- Review and nominate student members for:
 - o AS Green Energy Fee Committee
 - o AS Alternative Transportation Fee Committee
 - o Campus Dining Committee
 - o Central Health & Safety Committee
 - o Counseling, Health, & Wellness Services Committee
 - o Emergency Management Council
 - o Parking Appeals Board
 - o 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 \$ 10,000 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.

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