



Associated Students of Western Washington University

Board of Directors

AS President

About the Position

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

Position Classification

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

About the Department

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

Term of Position

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

AS Employment Qualifications

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

Required Officer Qualifications

- Must be enrolled in a minimum of 6 undergraduate credits or 4 graduate credits at Western Washington University at the time of election.
- Must have a minimum of a 2.00 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.
- Critical thinking and problem solving skills.
- Conflict management skills.
- Previous council or committee experience at Western Washington University.

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

AS Employment Responsibilities

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

Board of Directors Responsibilities

- Represent the interests of the student body of Western Washington University by:
 - Devoting an average of 25 hours per week to Associated Students business.
 - Establishing and maintaining at least two posted office hours per school day.
 - Communicating with diverse groups of students on a regular basis.
 - Holding the interests of the student body above any personal interests, aspirations or goals.
 - Serving as chair of the Associated Students Not-for-Profit organization.
 - Attending and representing students at all Associated Students, University, and other committee meetings under position purview.
 - Reviewing and nominating student appointees to serve on committees under position purview.
 - Working with the Representation and Engagement Programs Office to recruit and communicate with students and chairs of committees under position purview.
- Ensure the effectiveness of the Board of Directors operations by:
 - Attending all Board of Directors retreats, meetings, and work sessions.
 - Avoiding any 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.
 - Meeting regularly with VPs to ensure all relevant or important information is communicated.
 - 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 and coordinating and/or attending meetings with students, not limited to club meetings, to discuss issues related to position purview or Board items, as needed.
 - Reviewing, publicizing, and selecting applicants for Associated Students scholarships.
 - Overseeing the funds, affairs, and property of the Associated Students organization.
 - Identifying short and long term strategic organizational goals.
 - Actively pursuing lines of communication to/within the university and seeking/facilitating opportunities for student representation in university-wide decisions.

Position Responsibilities

- Serve the students of Western Washington University by:
 - Representing the interests of WWU students on all issues that come before the Board of Directors.
 - Serving as the spokesperson of the ASWWU, in consultation with the Board of Directors.
 - Preparing and providing (or delegating responsibility for) remarks for Summerstart, Transitions, Western Preview, Convocation, Back to Bellingham and other events/programs as necessary.
 - Regularly communicating with WWU administration, including the University President, Vice President for Enrollment and Student Services, Vice President for University Relations, and the Dean of Students.
 - Informing the AS Board of Directors of actions taken by the University Administration on a regular basis.
 - Giving a report at each regular session of the Board of Trustees, Western Foundation, President's Cabinet, and Alumni Association as to the major business of the Associated Students.
 - Promoting effective collaboration and communication by serving as a liaison between the Associated Students and the community, legislature, faculty, alumni, staff and WWU administration.
- ~~Ensure that AS Services and Programs serve the best interests of the diverse student body and adhere to AS Policy by:~~
 - ~~Maintaining oversight for the AS Communications Office by providing strategic guidance, providing connections to resources, and holding regularly scheduled check-ins.~~
- Ensure the accountability and continuity of the Associated Students organization by:
 - Serving as the supervisor of the AS Vice Presidents in matters involving complaints and violations of the AS Employment Policy or Code of Conduct.
 - Keeping in contact with the AS Vice Presidents, AS Directors, AS and VU Advisors, and AS employees regarding important student issues and activities.
 - Promoting effective collaboration and communication within the AS Board of Directors Office and the Associated Students organization.
 - Meet weekly with the Director of Student Activities.
 - 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.
- Proofreading all minutes pertinent to the Board of Directors prior to the upcoming meeting.
- Working in cooperation with the AS Board of Directors Program Assistant to ensure that all records and reports of the Board are preserved.
- Ensure responsible financial management of the Associated Students organization by:
 - Serving as the Chief 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 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:
 - Enrollment Fee Funding Allocation Committee
 - President's Cabinet
 - President's Task Force on Equity, Inclusion and Diversity
 - Services and Activities Fee Committee
 - Washington Student Association Board of Directors
- Serve as an ex-officio/non-voting member on:
 - Western Foundation Governing Board
 - Western Board of Trustees
 - Alumni Association Board of Directors
- Review and nominate student members for:
 - AS Student Trustee Selection Committee
 - 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. Such as:
 - Capital planning implementation committees
 - Search committees for Deans, Vice Presidents or President of the university.

Budget Authority Responsibilities

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

- Worker's Rights Consortium (FXXSBR-ASBSAQ)

Salary

This position will receive 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 on April 24, 2013 by motion ASB-13-S-17.



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

Board of Directors Responsibilities

- Represent the interests of the student body of Western Washington University by:
 - Devoting an average of 19 hours per week to Associated Students business.
 - Establishing and maintaining at least one posted office hour per school day.
 - Communicating with diverse groups of students on a regular basis.
 - Holding the interests of the student body above any personal interests, aspirations or goals.
 - Serving as an officer of the Associated Students Not-for-Profit organization.
 - Attending and representing students at all Associated Students, University, and other committee meetings under position purview.
 - Reviewing and nominating student appointees to serve on committees under position purview.
 - Working with the Representation and Engagement Programs Office to recruit and communicate with students and chairs of committees under position purview.
- Ensure the effectiveness of the Board of Directors operations by:
 - Attending all Board of Directors retreats, meetings, and work sessions.
 - Avoiding any 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.
 - Holding regular check-in meetings with the AS President and Director of Student Activities.
 - Reviewing and updating committee and council charge & charters, bylaws, and rules of operation under position purview, and communicating changes to relevant groups.

- Updating legacy documents for the position at least once per quarter.
- Promote and manage the Associated Students organization by:
 - Communicating regularly with the student body concerning the decisions and actions of the Board of Directors.
 - Attending at least three (3) Associated Students program events per quarter.
 - Outreaching to and coordinating and/or attending meetings with students, not limited to club meetings, to discuss issues related to position purview or Board items, as needed.
 - Reviewing, publicizing, and selecting applicants for Associated Students scholarships.
 - Overseeing the funds, affairs, and property of the Associated Students organization.
 - Identifying short and long term strategic organizational goals.
 - Actively pursuing lines of communication to/within the university and seeking/facilitating opportunities for student representation in university-wide decisions.

Position Responsibilities

- 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 meeting.
 - 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.
 - Beginning to plan the AS Committee Orientating with the AS Committee Coordinator and assisting them with the event as needed after their position begins.
- 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 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:
 - Student Technology Fee Committee
- Serve as a voting member on:
 - Academic Coordinating Commission
 - Academic Coordinating Commission Executive Board
 - Academic Fee Committee

- Bottleneck Funding Request Committee
- Career Services Center Advisory Board
- Center for Service Learning Advisory Board
- Committee on Undergraduate Education
- Enrollment Fee Funding Allocation Committee
- First Year Experience Advisory Committee
- AS Green Energy Fee Committee (Vice Chair)
- Scholars Week Steering Committee
- 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:
 - 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.

Budget Authority Responsibilities

- Ensure the stewardship of the student funds, in accordance with Associated Students goals and policies, by management of the following fund(s):
 - Academic Affairs (FXXSBR-ASBAAX)

Salary

This position will receive \$11,311 per position term (approximately \$455 twice per month).

Reportage

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

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

The Associated Students is an Equal Opportunity Employer.

Revised on by motion.



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

Board of Directors Responsibilities

- Represent the interests of the student body of Western Washington University by:
 - Devoting an average of 19 hours per week to Associated Students business.
 - Establishing and maintaining at least one posted office hour per school day.
 - Communicating with diverse groups of students on a regular basis.
 - Holding the interests of the student body above any personal interests, aspirations or goals.
 - Serving as an officer of the Associated Students Not-for-Profit organization.
 - Attending and representing students at all Associated Students, University, and other committee meetings under position purview.
 - Reviewing and nominating student appointees to serve on committees under position purview.
 - Working with the Representation and Engagement Programs Office to recruit and communicate with students and chairs of committees under position purview.
- Ensure the effectiveness of the Board of Directors operations by:
 - Attending all Board of Directors retreats, meetings, and work sessions.
 - Avoiding any 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.
 - Holding regular check-in meetings with the AS President and Director of Student Activities.
 - Reviewing and updating committee and council charge & charters, bylaws, and rules of operation under position purview, and communicating changes to relevant groups.
 - Updating legacy documents for the position at least once per quarter.

- Promote and manage the Associated Students organization by:
 - Communicating regularly with the student body concerning the decisions and actions of the Board of Directors.
 - Attending at least three (3) Associated Students program events per quarter.
 - Outreaching to and coordinating and/or attending meetings with students, not limited to club meetings, to discuss issues related to position purview or Board items, as needed.
 - Reviewing, publicizing, and selecting applicants for Associated Students scholarships.
 - Overseeing the funds, affairs, and property of the Associated Students organization.
 - Identifying short and long term strategic organizational goals.
 - Actively pursuing lines of communication to/within the university and seeking/facilitating opportunities for student representation in university-wide decisions.

Position Responsibilities

- Ensure that AS Services and Programs serve the best interests of the diverse student body and adhere to AS Policy by:
 - Maintaining oversight for the AS Club Activities Office and AS Productions by providing strategic guidance, providing connections to resources, and holding regularly scheduled check-ins.
 - Chairing Activities Council and working with the Student Activities Advisor to edit, create and update relevant policies to better support the AS club system as needed.
 - Working to expand the usage of the AS club management software beyond the Associated Students clubs to other AS offices, campus entities, and the student body.
 - Communicating and meeting with professional staff as needed, to serve as the AS Board liaison to KUGS 89.3 FM, and KVIK.
- Foster leadership within the Associated Students and the greater campus community by:
 - Contributing to AS Club Kickoff and other leadership development events, as needed.
 - Consulting with Western Leadership Advantage and the Karen W. Morse Leadership Institute.
- Represent the interests of students involved in Campus Recreation and University Athletics by:
 - Serving as a voting member on the Recreation Center Advisory Committee
 - Meeting with the Director of Athletics at least once per quarter.
 - Encouraging collaboration between AS offices and the Athletics and Campus Recreation departments, such as Green Games.

Committee Responsibilities

- Chair, facilitate, and create agendas for:
 - AS Activities Council
- Serve as a voting member on:
 - ~~Cold Beverage Fund Committee~~
 - Recreation Center Advisory Committee
 - Student Publications Council
- Serve as an ex-officio/non-voting member on:
 - Department Related Activities Committee
- Review and nominate student members for:
 - AS Activities Council
 - Student Publications Council
 - Department Related Activities Committee
 - Recreation Center Advisory Committee
- Serve on other Associated Students, University, or community committees as necessary.

Budget Authority Responsibilities

- Ensure the stewardship of the student funds, in accordance with Associated Students goals and policies, by management of the following fund(s):
 - Activities Council Administration (FXXACA)
 - Grants, Underwrites, and Loans (FXXGRN)
 - Basic Funding (FXXBSC)
 - Club Conference Funding (FXXCLC)
 - Academic Conference (FXXACC)
- This position will maintain supervisory responsibility for the following budgets:
 - Club Leadership Development Fund (FXXSBR-ASBSDJ)

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 on April 24, 2013 by motion ASB-13-S-17.



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 providing oversight for 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, and budgeting.

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

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AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 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 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 conflict mediation.
- Management or supervisory experience.
- Ability to make a substantial time commitment to the Associated Students.
- Knowledge and experience with budgeting.
- Experience with Excel, Microsoft, and PowerPoint.

AS Employment Responsibilities

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

Board of Directors Responsibilities

- Represent the interests of the student body of Western Washington University by:
 - Devoting an average of 19 hours per week to Associated Students business.
 - Establishing and maintaining at least one posted office hour per school day.
 - Communicating with diverse groups of students on a regular basis.
 - Holding the interests of the student body above any personal interests, aspirations or goals.
 - Serving as an officer of the Associated Students Not-for-Profit organization.
 - Attending and representing students at all Associated Students, University, and other committee meetings under position purview.
 - Reviewing and nominating student appointees to serve on committees under position purview.
 - Working with the Representation and Engagement Programs Office to recruit and communicate with students and chairs of committees under position purview.
- Ensure the effectiveness of the Board of Directors operations by:
 - Attending all Board of Directors retreats, meetings, and work sessions.
 - Avoiding any 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.
 - Holding regular check-in meetings with the AS President and Director of Student Activities.
 - Reviewing and updating committee and council charge & charters, bylaws, and rules of operation under position purview, and communicating changes to relevant groups.

- Updating legacy documents for the position at least once per quarter.
- Promote and manage the Associated Students organization by:
 - Communicating regularly with the student body concerning the decisions and actions of the Board of Directors.
 - Attending at least three (3) Associated Students program events per quarter.
 - Outreaching to and coordinating and/or attending meetings with students, not limited to club meetings, to discuss issues related to position purview or Board items, as needed.
 - Reviewing, publicizing, and selecting applicants for Associated Students scholarships.
 - Overseeing the funds, affairs, and property of the Associated Students organization.
 - Identifying short and long term strategic organizational goals.
 - Actively pursuing lines of communication to/within the university and seeking/facilitating opportunities for student representation in university-wide decisions.

Position Responsibilities

- 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.
- 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 and the AS Budgeting Process.
 - ~~Checking to make sure~~ Ensuring that users of student fees comply with funding policies.
 - Serving as budget authority for AS Management Council budget.
 - ~~Serving as the budget authority for the ASWWU in absence of the AS President.~~
 - Overseeing and reviewing ~~budget~~ Budget Ceommittee processes and recommendations to the AS Board of Directors.
 - Representing the Associated Students to the Services & Activities Fee Ceommittee.
 - Representing the Associated Students to the Bookstore Advisory Committee.
- Ensure that AS Services and Programs serve the best interests of the diverse student body and adhere to AS Policy by:
 - Maintaining oversight for the AS Personnel Office, Business Office, Assessment Office, and Communications Office by providing strategic guidance, providing connections to resources, and holding regularly scheduled check-ins.
 - Actively ensure the objective facilitation of the Assessment Process through the oversight of the Assessment Coordinator. This is done by actively participating in SPAC meetings, providing strategic guidance and context, connecting resources and holding regular talk times. This position assumes the responsibility of the Assessment Process in absence of the Assessment Coordinator.
 - Fostering the success and compliance of policies and goals.
 - ~~Communicating and meeting with professional staff as needed, to serve as the AS Board liaison to the Outdoor Center, and Publicity Center.~~
 - Communicating and meeting with professional staff as needed, to serve as the AS Board liaison to the to the Viking Union, Outdoor Center, Recycle Center, Publicity Center, Lakewood, Child Development Center, AS Vehicles, and Viqueen Lodge.
 - Developing, implementing, and ~~interpreting~~ 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.
- 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
- Serve as a non-voting member on:
 - AS Structure & Program Advisory Committee (Board Advisor)
- Serve as a voting member on:
 - AS Business Committee
 - AS Personnel Committee
 - AS/VU Tech Committee
 - Bookstore Advisory Group Committee
 - Services & Activities Fee Committee
 - University Planning and Resource Council
- Review and nominate student members for:
 - AS Budget Committee
 - AS Facilities & Services Council
 - AS Structure & Program Advisory Committee
 - Bookstore Advisory Committee
 - Services & Activities Fee Committee?
- Serve on other Associated Students, University, or community committees as necessary.

Budget Authority Responsibilities

- Ensure the stewardship of the student funds, in accordance with Associated Students goals and policies, by management of the following fund(s):
 - Operational Enhancement (FXXENH)
 - AS Supplemental AS Program Funding (FXXSBR-ASBSCW)
 - AS Management Council (FXXSBR-ASBSEE)

Salary

This position will receive \$11,311 per position term (approximately \$455 twice per month).

Reportage

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

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

The Associated Students is an Equal Opportunity Employer.

Revised on April 24, 2013 by motion ASB-13-S-17.



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 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. The AS VP for Governmental Affairs is required to travel on some weekends, this position will be compensated 1 week additional pay to the total weeks' worked.

AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 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 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.
- 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 diverse membership of the Associated Students in a professional and ethical manner by:
 - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
 - Attending all AS staff development events including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
 - Being knowledgeable of the AS organization and its general operations.
 - Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
 - Working with supervisor and Personnel Director to revise and update position job description.
 - Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.
 - Developing and maintaining a legacy document as required by the AS Employment Policy.

Board of Directors Responsibilities

- Represent the interests of the student body of Western Washington University by:
 - Devoting an average of 19 hours per week to Associated Students business.
 - Establishing and maintaining at least one posted office hour per school day.
 - Communicating with diverse groups of students on a regular basis.
 - Holding the interests of the student body above any personal interests, aspirations or goals.
 - Serving as an officer of the Associated Students Not-for-Profit organization.
 - Attending and representing students at all Associated Students, University, and other committee meetings under position purview.
 - Reviewing and nominating student appointees to serve on committees under position purview.
 - Working with the Representation and Engagement Programs Office to recruit and communicate with students and chairs of committees under position purview.
- Ensure the effectiveness of the Board of Directors operations by:
 - Attending all Board of Directors retreats, meetings, and work sessions.
 - Avoiding any major academic commitments that would conflict with the essential responsibilities of this position. (e.g. study abroad, student teaching, etc.)
 - Working with the members of the Board of Directors in a cooperative and timely manner.
 - Reporting major business of the position to the Associated Students President, as well as at each official meeting of the Board of Directors.

- Holding regular check-in meetings (typically biweekly) with the AS President and Director of Student Activities.
- Reviewing and updating committee and council charge & charters, bylaws, and rules of operation under position purview, and communicating changes to relevant groups.
- Updating legacy documents for the position at least once per quarter.
- Promote and manage the Associated Students organization by:
 - Communicating regularly with the student body concerning the decisions and actions of the Board of Directors.
 - Attending at least three (3) Associated Students program events per quarter.
 - Outreaching to and coordinating and/or attending meetings with students, not limited to club meetings, to discuss issues related to position purview or Board items, as needed.
 - Reviewing, publicizing, and selecting applicants for Associated Students scholarships.
 - Overseeing the funds, affairs, and property of the Associated Students organization.
 - Identifying short and long term strategic organizational goals.
 - Actively pursuing lines of communication to/within the university and seeking/facilitating opportunities for student representation in university-wide decisions.

Commented [CM1]: All changes in this section would change in all Board Job Descriptions.

Position Responsibilities

- Ensure the interests of the Associated Students are represented in the community by:
 - Attending and working with the Mayor's Neighborhood Advisory Commission, Bellingham City Council, and Whatcom County Council when needed and in cooperation with the AS Local Liaison.
 - Facilitating the creation of a local legislative agenda via Legislative Affairs Council.
 - Co-overseeing and serving as co-budget authority Providing oversight for the AS Local Liaison with the AS REP Associate Director.
 - Educating and empowering students to vote in local elections and engage in community issues.
 - Monitoring- Receiving updates on the activities of the Mayors Neighborhood Advisory Council, Association of Bellingham Neighborhoods, individual Neighborhood Associations, Campus Community Coalition, and Whatcom Transit Authority withfrom the AS Local Liaison, 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 relevant community affairs in consultation with the AS Local Liaison.
 - Facilitating communication between AS and community organizations.
- Ensure the Associated Students is properly represented in state legislative issues by:
 - Actively participating in state legislative affairs that impact students.
 - Attending state legislative meetings and committee hearings and to testify when needed and in cooperation with the AS Legislative Liaison.
 - Facilitating the creation of a state legislative agenda via Legislative Affairs Council.
 - Co-overseeing Providing oversight and serving as co-budget authority for the AS Legislative Liaison with the AS REP Associate Director.
 - Providing strategic oversight on testimony and positions messaging of the AS Legislative Liaison prior to representing the ASWWU on any issue of legislative concern.
 - Attending meetings, coordinating all on and off campus efforts, and facilitating active student engagement with the Washington Student Association in collaboration with Western Votes.
 - Organizing, planning, and executing Viking Lobby Day in Olympia with help from the AS Board Assistant for Representation Committees.

Commented [KG2]: Discuss whether the VP for Governmental Affairs should serve as the Board member.

- Monitoring the activities of the WWU Administration, Public School Employees, Western Advocates, Washington Federation of State Employees, United Faculty of Western Washington, and the Council of Faculty Representatives with the AS Legislative Liaison.
- 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.
- Approving testimony and positions of the AS Legislative Liaison prior to representing the ASWWU on any issue of legislative concern.
- Actively participating in state and national legislative affairs that impact students.
- Organizing Viking Lobby Day in Olympia.
- 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.
- Ensure the Associated Students is properly represented in federal legislative issues by:
 - Organizing a federal lobby trip to Washington D.C. with help from the AS President.
 - Facilitating the creation of a federal legislative agenda via Legislative Affairs Council.
 - Making official recommendations to the Board of Directors concerning all relevant federal governmental affairs.
 - Coordinating and working with the Vice President for University Relations on the University's federal agenda.
- Support on campus -organizing activities and education by:
 - Overseeing Providing oversight the Representation & Engagement Programs activities through a minimum of bi-weekly check-ins with the Associate Director.
 - Attending Representation & Engagement Programs staff meetings as needed.
 - Serving as an advisor to Western Votes throughout the year.
 - Assisting Advising the Representation and Engagement Programs and Western Votes in organizing a voter registration drive, prior to any upcoming election.
 - Educating and empowering students to vote and engage in all student issues
 - Meeting with the AS President and AS Legislative Liaison to discuss the legislative session, Washington Student Association and other legislative issues as needed.
 - 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.
 - Communicating all pertinent information regarding governmental and community affairs to the AS Board of Directors, Student Senate, and Legislative Affairs Council.
 - Directing the Representation and Engagement Programs and Western Votes in organizing a voter registration drive, prior to any upcoming election.
 - 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.
 - 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.
- Ensure that AS Services and Programs serve the best interests of the diverse student body and adhere to AS Policy by:
 - Maintaining oversight for the AS Representation & Engagement Programs office by providing strategic guidance, providing connections to resources, and holding regularly scheduled check-ins. This position assumes the responsibility of the REP Associate Director in their absence.
 - Facilitating and revising the Student Senate structure to fit the goals and interest of students, and in a way that promotes fairness, transparency, and consistency

Committee Responsibilities

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

Budget Authority Responsibilities

- Ensure the stewardship of the student funds, in accordance with Associated Students goals and policies, by management of the following fund(s):
 - Legislative Affairs (FXXLAF)
 - Legislative Action Fund (FXLACF)

Salary

This position will receive \$11,311 per position term (approximately \$455 twice per month).

Reportage

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

Commented [CM3]: The AS President supervises the AS Vice President in matters involving complaints and violations of the AS Employment Policy or Code of Conduct.

This job description is subject to change in accordance with the AS Employment Policy.
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Revised on April 24, 2013 by motion ASB-13-S-17.