



## Vote Coordinator JD Edits

**Motion:**

**Sponsor:** Kaylee Galloway, AS VP for Governmental Affairs

**Persons of Contact:** Graham Marmion (REP Associate Director), Sarah Kohout (Western Votes President), and Caylyn Rolph-Tate (former Vote Coordinator).

**Date:** March 5, 2014

**Attached Document**

Revised Vote Coordinator Job Description

**Appealing Personnel Committee's Decision:**

**Per the AS Employment Policy section 8.04 Performance Improvement, Discipline & Termination Procedures, sub section iv) f:**

“If the student employee does not agree with the outcome of the Personnel Committee meeting, they can seek an appeal to the five members of AS Board of Directors not serving on Personnel Committee, within the next two AS Board meetings. Up to two members of Personnel Committee will represent the committee's decision to the five-member Board. The appealing party may bring one additional person to the meeting for support.”

<http://www.vu.wvu.edu/policies/ASStudentEmploymentPolicy.pdf> - -

I request that we suspend this portion of the AS Employment Policy to allow all seven Board members to vote on this issue.

**Personnel Committee Motion:**

AS Vote Coordinator is being recommended to the AS Board of directors to be 2 full quarters (Summer & Fall) with the stipulation that this position remains at the Assistant Coordinator level and current responsibilities remain unchanged.

**Summary of Proposal**

In order to continue expanding our voter registration drive, get out the vote, Western Votes, and general campus organizing efforts for local, state, and federal student issues, it is necessary to expand this position to four quarters (or 3 quarters with spring hourly) as well as to classify it as a coordinator.

Currently, the Vote Coordinator stays extremely busy during summer and fall quarters doing voter registration and get out the vote. Expanding this position two additional quarters could prove to be very beneficial to the AS in enhancing student representation. There are many responsibilities this position could have in winter and spring quarters. Many of the possible responsibilities have been added to the position responsibilities section of the job description. For example, this position could more directly assist Western Votes in all of their efforts. In conversations with the 2013-14 Western Votes President, it was clear that additional assistance would prove to be very beneficial in easing the work load of the entire Executive Board that would allow improvement and expansion in all Western Votes efforts. This

would include having stronger and more frequent days of action and rallies for AS (campus, local, state, and federal), Washington Student Association, and United States Student Association campaigns in various student issues. Increased outreach leads to greater campus awareness and civic engagement.

Also, the current responsibilities of the Vote Coordinator show that the position should have a coordinator classification. For example, in 2013, this position oversaw 9 hourly vote staff each working an average of 15 hours a week, 25 early move-in volunteers working 9+ hours, and several Western Votes volunteers. This position oversees volunteers much like AS Productions Logistics & Volunteer Coordinator.

The proposed name change aims to be all encompassing to the increased work and responsibility of this position in more comprehensive on and off campus organizing efforts, which includes, but is not limited to, voter registration and get out the vote.

### **Background & Context**

The REP was created during the 2009-10 academic year with several intentions, one of which was having more students participate in local, state, and federal elections. From 2005-2008, Western Votes organized all voter registration and education efforts for the Associated Students. In 2009, Western Votes continued its role in voter registration and education and expanded to incorporating political and legislative advocacy. Upon creation, the REP, in collaboration with Western Votes, were charged by the AS Board of Directors with the task of holding a voter registration drive each year. Western's voter registration drives prior to the implementation of the Vote Coordinator were much smaller and reached a fewer number of people. In August 2010, a more institutional vote plan was proposed and included a temporary hourly voter registration staff position starting September 12<sup>th</sup> and ended September 24<sup>th</sup> for approximately 30-40 total hours worked. In May 2012, the position was changed to Voter Education & Registration Coordinator and classified as an Assistant Coordinator with a term of position expansion. The position was intended to only work in even year elections. In May 2013, the position was renamed to Vote Coordinator, the term of position was further expanded, and the position would now be hired every year. A lot of progress has been made in WWU voter registration efforts with 2303 people registered in 2012 and 2749 people registered in 2013. Every year we have expanded this position, we have seen an increase in civic engagement and awareness as well as larger voter registration and get out the vote efforts.

### **Minutes from Personnel Committee on 2-25-14**

Galloway stated that altering the Civic Engagement Coordinator position is something she's seen a need for. She spoke first to the classification of the position. This position has more responsibility than a typical assistant coordinator. For example, the position oversaw over 25 student volunteers over the course of move in and voter registration. This position also oversees the vote staff, which consists of 6-8 members. Because of these responsibilities, she feels it needs to be reclassified along the lines of the coordinator level. There is a need for an AS staff position to oversee the civic engagement and student representation programs, as well as legislative advocacy. This position would focus on these areas during winter quarter. It could also provide direct assistance to Viking Lobby Day, WSA Lobby Day, and Western Votes, areas in which the staff who work those events are currently overworked in Galloway's opinion. In spring quarter, the position would benefit from needing solely fifty hours throughout the quarter or operating on an hourly basis, and their duties would be limited to institutional wrap-ups and plans. The position would need to be available for an internship. This position would help utilize the student's electoral power, and take registering voters to an additional

level. Nidia Hernandez stated that many positions are currently being looked at for their job categories and they are being looked at. She asked what the difference is between local liaison's responsibilities, the legislative liaison's responsibilities, and this new position's responsibilities as they sound similar. Galloway stated that it comes down to a difference in lobbying and organizing. The local liaison is more focused on the lobbying aspects outside of the university. The Civic Engagement Coordinator would focus more on campus efforts, the grassroots level. Yuliya Rybalka asked if the position would assist the Western Votes executive board. Galloway stated that this position could support each of the different positions as well as the group as a whole. Rybalka asked if it would plan trainings, or merely assist. Galloway stated that the position would focus on coordinating the trainings. The content that they develop could be a resource for future students. Hernandez asked if the training role falls under the REP Associate Director's job description. Galloway stated that in her experience, there is not the capacity for the REP Associate Director to do all of the training. Hernandez asked if the budgeting for the position to attend trainings would come through the REP office. Galloway stated that many of the WSA trainings are free through Western's membership. She added that there are many cheap trainings and many could also be over the phone. But, it may be appropriate to ask for additional funds from the Legislative Action Fund. Burke asked if the restructure happened would some responsibilities in the REP be taken over and would reduce the need for this position. Galloway stated that in the restructure conversation, not all items were affordable, including this position. The S&A fee could cover the cost of this position, Hernandez asked if this position's role would be to train, or if it should be for the director. Galloway stated that in the ideal world training would fall under the REP director, but the capacity is not there. Hernandez recognized that the office has grown in size, which is why they are discussing restructuring. Mayra Guizar stated that even if the REP director were to lead training, the funding for those trainings would occur anyway. Galloway wanted to make it clear that this position would have volunteer oversight responsibilities and that Lobby Day participant recruitment and retention would be a focus of this position. She added that the WSA Lobby day has a lot of room to grow, and this position would allow for this process.

### **Fiscally**

The 2013 Vote Coordinator was paid \$3,475.

In using the new salary calculation tool:

- If the position was changed to a 4 quarter coordinator, the salary would be \$7,311, which is a \$3,836 difference.
- If the position was changed to 4 quarter assistant coordinator, the salary would be \$6,801, which is a 3,326 difference.
- If the position was changed to 3 quarter with 50 hours in spring, the salary would be \$5,981, which is a \$2,506 difference.
- If the position was changed to a 3 quarter assistant coordinator, the salary would be \$5,498, which is a \$2,023 difference.

### **Rationale**

- 1) Student representation is a core value and objective of the AS.
- 2) When we have invested in more people working more hours in civic engagement efforts, we have seen vast improvement.
- 3) If we want to continue to strengthen Western Votes and lead the state in our organizing efforts including voter registration, get out the vote, days of action, and rallies, we must see the investment in expanding this position to a four quarter coordinator position.



## Associated Students of Western Washington University

AS Representation & Engagement Programs

AS Representation & Engagement Programs Coordinator

### About the Position

The AS Representative is responsible for coordinating voter registration, Get Out The Vote efforts, and facilitating all organizing efforts on campus in collaboration with Western Votes, Washington Student Association, Washington Bus, and United States Student Association. This position is also responsible for educating the campus community about issues regarding the primary or general elections and student issues at the local, state, and federal level. The desired outcome of this position is to increase outreach and AS Representative efforts to all Western Students. The desired outcome of this position is to increase outreach of AS Representative to a more diverse student audience.

### Position Classification

Assistant Coordinator - AS Representative. This position is responsible for coordinating voter registration, Get Out The Vote efforts, and facilitating all organizing efforts on campus in collaboration with Western Votes, Washington Student Association, Washington Bus, and United States Student Association. This position is also responsible for educating the campus community about issues regarding the primary or general elections and student issues at the local, state, and federal level. The desired outcome of this position is to increase outreach and AS Representative efforts to all Western Students. The desired outcome of this position is to increase outreach of AS Representative to a more diverse student audience.

### About the Department

The AS Representation & Engagement Programs (REP) exists to provide the resources, services, and support necessary to ensure student representation in decisions that impact students at the university, local, state, and federal levels; to promote effective citizenship and civic engagement through services, programs, and collaboration.

### Terms of Position

This position begins the Monday the first week of *summer quarter* and ends *November-Uiththe Friday of finals week the following spring quarter*. This position is required to attend AS Summer Staff Development. This position works an average of 15 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. This position holder is given one week of time off over the summer, to be coordinated with the position supervisor. The position holder is neither required nor expected to work during intersession, winter break or spring break.

### 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.

#### Preferred Qualifications

- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people.
- Ability to work independently and responsibly.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Ability to work flexible hours.
- Basic knowledge of department and position specific responsibilities.
- Knowledge of or experience with the voter registration 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 Summer Staff Development
  - 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,
  - Developing and maintaining a legacy document as required by the AS Employment Policy.

#### AS Representation & Engagement Programs Responsibilities

- Empower and support the Associated Students membership with civic engagement information, activities, and peer education by:
  - Maintaining 10 regular posted office hours per week as arranged with the REP team. Providing unbiased, nonjudgmental, and accurate information and services to students,
  - Maintaining up-to-date records and information of on and off campus services in order to provide effective referrals,
  - Providing voter education *and* voter registration information.
- Ensure the smooth, effective operations of the Representation and Engagement Programs by:
  - Attending weekly REP staff meetings, office check-ins, and any additional departmental activities,
  - Promoting teamwork and collaboration throughout the REP office.
  - Assisting with the coordination of activities, materials, and tabling schedules for all REP civic engagement events.
  - Establishing and maintaining active working relationships with other REP team members.
- Develop and enhance the teamwork, communication, and effectiveness of the REP by:
  - Planning short- and long-term goals for the REP with office staff and the REP Director,
  - Continually receiving feedback from participants of events and services,
  - Maintaining continual communication with REP staff outside of meetings.
- Foster working relationships with related campus and community resources by:
  - Being aware of and participating in REP related events.
  - Fostering and enhancing working relationships *and* communications with Western Votes and other civic engagement organizations on campus.

#### Position Responsibilities

- Register and encourage students to vote for both primary, general, and special elections. Register and encourage students to vote in primary, general, and special elections by:

o Assisting the AS REP Associate Director by planning fall quarter voter education and registration events.

o Participating in relevant campus events, including but not limited to Transitions, SummerStart, Red Square Info Fair, etc.

o Reaching out to the student body by such means as tabling and contacting classes, departments, residence halls, clubs, committee members, and other organizations,

o Leveraging other available opportunities to encourage students, faculty, and staff to register to vote.

• Enable Western Votes and AS REP staff to educate and register voters by:

o Carrying out the Voter Registration and Get Out The Vote Plan,

o Assisting the AS REP Associate Director in establishing and maintaining a training system,

o Working with the Washington Student Association and Washington Bus to facilitate trainings as needed.

o Training, providing oversight, and scheduling hourly voter registration staff.

• Ensure the Coordination the move-in weekend voter registration drive by:

o Welcoming and supervising Western Votes volunteer early arrivals,

o Scheduling staff to register students moving into the residence halls.

o Providing oversight for the operations of voter registration booths at all residence hall check-ins and the card activation line, as well as any other opportunities identified by the Voter Registration and GOTV Plan.

o Assisting in keeping an *electronic record* of students registered to vote.

• Ensure that accurate records of students, staff, and faculty registered to vote by:

o Keeping a count of number of students registered to vote by day and hour,

o Presenting results to stakeholders in the AS Voter Registration and GOTV Plan, including Residence Life, New Student Services and Family Outreach, and the Registrar,

o Collecting, sorting, and preparing voter registration forms for mailing or delivery,

o Assisting in keeping an electronic record of students registered to vote.

• Educate the campus community, in a non-partisan manner, about the issues and candidates on the ballot by:

o Coordinating with Residence Life to host programs in Residence Halls,

o Hosting at least one campus-wide educational event such as a forum or presentation,

o Researching issues and candidates that will be on the ballot,

o Creating and distributing voter education materials.

o Publicizing the election and reminding the campus of the importance of voting,

o Assisting AS REP Staff in planning and implementing election-related events.

• Oversee and ensure effectiveness of all legislative organizing efforts on campus by:

o Coordinating all local, state, and federal legislative campaigns in collaboration with Western Votes,

o Working with the Washington Student Association and United States Student Association in all state and nationwide organizing efforts.

o Attending Washington Student Association meetings as needed.

o Reaching out to Western Students

o Recruiting and retaining volunteer

o Working with various on and off campus organizations.

o Attending relevant trainings and workshops hosted by various organizations.

o Updating and implementing the current Institutional Plan.

• Provide assistance to aid in the planning of lobby days planned by the AS VP for Governmental Affairs:

o Assisting the VP for Governmental Affairs with the planning for lobby days (typically mid-November).

o Assisting with last minute needs the two weeks prior to each lobby day.

o Assisting with participant recruitment and retention for each lobby day.

• Provide assistance to aid in the effectiveness of all Western Votes efforts by:

Commented [KG1]: Added after PER Committee

Commented [KG1]: Added after PER Committee

o Attending all Western votes meetings.

o "mifv... if it M... o Western Votes" member with nn(jr ir L... and Uf)l<ites:

o Actively recruiting Western Votes members in combination with the Western Votes Vice President

o Assisting the Western Votes President and Executive Board as needed.

o Coordinating planning and preparation (or all meeting, training and event efforts.

Salary

This position will receive approximately \$3,474.15 per position term.

(Comment about salary: 15 hrs per week X 23 weeks (June 24-Nov 30) X \$10.07/hr (Asst. Coord hour pay) = \$3,474.15)

Reportage

This position reports directly to AS Representation & Engagement Programs Associate Director.

This job description is subject to change in accordance with the AS Employment Policy.  
The Associated Students is an Equal Opportunity Employer.  
Revised May 29, 2013 by motion ASB-13-S-37.