



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

Board of Directors

AS Consultant for Governmental Affairs

### **About the Position**

The AS Consultant for Governmental Affairs consults with the AS Board of Directors in regard to governmental affairs and issues at the following levels of government: university, city, county, state, and federal. The AS Consultant for Governmental Affairs focuses on increasing student awareness and involvement in legislative issues, increasing voter turnout amongst students, and being aware of opportunities for students to become involved in the political process.

### **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.

### **Terms of Position**

This position ends the Friday of finals week fall quarter. The term can be renewed by majority vote of the AS Board of Directors.

### **Required Consultant 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.

### **Position Responsibilities**

- Ensure the interests of the Associated Students are represented in the community by:
  - o Consulting with the AS Local Liaison regarding:
    - Mayor's Neighborhood Advisory Commission
    - Bellingham City Council
    - Whatcom County Council
    - Neighborhood Associations
    - Campus Community Coalition
    - Whatcom Transit Authority
  - o Consulting with the Board of Directors regarding:
    - The creation of a local legislative agenda via Legislative Affairs Council.
    - All relevant community affairs
    - Nominating students for the AS Legislative Affairs Council.
- Ensure the Associated Students is properly represented in state legislative issues by:
  - o Consulting with the AS Legislative Liaison regarding:
    - Attending state legislative meetings
    - Testifying at committee hearings when needed

- Providing strategic oversight on testimony and messaging prior to representing the ASWWU on any issue of legislative concern.
  - The activities of the:
    - WWU Administration
    - Public School Employees
    - Western Advocates
    - Washington Federation of State Employees
    - United Faculty of Western Washington
    - Council of Faculty Representatives
- o Consulting with the AS REP Director regarding:
  - Providing oversight for the AS Legislative Liaison
  - Washington Student Association meetings
  - On and off campus efforts
  - Active student engagement
  - Western Votes
- o Consulting with the AS Board Assistant for Representation Committees and AS Board Assistant for Lobby Days regarding:
  - Organizing, planning, and executing a student lobby day in Olympia
- o Consulting with 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.
  - Meeting with the Vice President for University Relations and the Associate Vice President for University Relations.
  - The creation of a state legislative agenda via Legislative Affairs Council.
  - Participation in state legislative affairs that impact students.
  - Decisions of Legislative Affairs Council.
- Ensure the Associated Students is properly represented in federal legislative issues by:
  - o Consulting with the AS President regarding:
    - Organizing a federal lobby trip to Washington D.C.
    - 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,
  - o Consulting with the Board of Directors regarding:
    - The creation of a federal legislative agenda via Legislative Affairs Council.
- Support on campus organizing activities and education by:
  - o Consulting with the REP Director regarding:
    - Representation & Engagement Programs activities through a minimum of bi-weekly check-ins.
    - Attending REP staff meetings as needed.
    - Western Votes
    - Organizing a voter registration drive, prior to any upcoming election.
    - Educating and empowering students to vote and engage in all student issues
  - o Consulting with the AS President and AS Legislative Liaison to discuss the legislative session, Washington Student Association and other legislative issues as needed.

• Ensure that AS Services and Programs serve the best interests of the diverse student body and adhere to AS Policy by:

- o Consulting with the REP Director regarding by offering strategic guidance, suggesting connections to resources, and holding regularly scheduled check-ins.

**Salary**

This is a volunteer position; there is no monetary compensation. Volunteer may be able to receive academic credit depending upon the student's qualifications.

**Reportage**

This position reports to the AS Board of Directors.

This position description is subject to change by majority vote of the AS Board of Directors.

Revised on October 10th, 2017