

## **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.
- | I Maintain a minimum of a 2.00 cumulative grade point average.
- | I Ability to complete the entire term of the position.

### **Required Officer Qualifications**

- | I 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.
- ‖ I Problem solving and conflict management techniques.
- Previous council or committee experience at Western Washington University.
- ‖ I 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.
- ‖ I Experience working in group situations.
- Working knowledge of legislative and political structures and systems.
- ‖ I Ability to act appropriately in professional situations.
- Budget Management knowledge or experience.
- Ability to work independently while supervising others.

### **AS Employment Responsibilities**

- ‖ I 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.
- ‖ I 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.
- ‖ I Ensure the effectiveness of the Board of Directors operations by:
  - Attending all Board of Directors retreats, meetings, and work sessions.

- o Avoiding any major academic commitments that would conflict with the essential responsibilities of this position, (e.g. study abroad, student teaching, etc.)
- 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 Holding regular check-in meetings (typically biweekly) with the AS President and Director of Student Activities.
- o Reviewing and updating committee and council charge & charters, and rules of operation under position purview, and communicating changes to relevant groups,
- o Updating legacy documents for the position at least once per quarter.
- | I 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 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,
  - 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.
  - o Actively pursuing lines of communication to/within the university and seeking/facilitating opportunities for student representation in university-wide decisions.

### **Position Responsibilities**

- | I Ensure the interests of the Associated Students are represented in the community by:
  - o 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.
  - o Facilitating the creation of a local legislative agenda via Legislative Affairs Council,
  - o Providing oversight for the AS Local Liaison with the AS REP Associate Director.
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  - o Receiving updates on the activities of individual Neighborhood Associations, Campus Community Coalition, and Whatcom Transit Authority from the AS Local Liaison,
  - o Making official recommendations to the Board of Directors concerning all relevant community affairs in consultation with the AS Local Liaison.
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- Γ Ensure the Associated Students is properly represented in state legislative issues by:
  - o Actively participating in state legislative affairs that impact students,
  - o Attending state legislative meetings and committee hearings to testify when needed and in cooperation with the AS Legislative Liaison.
  - o Facilitating the creation of a state legislative agenda via Legislative Affairs Council,
  - o Providing oversight for the AS Legislative Liaison with the AS REP Associate Director,
  - o Providing strategic oversight on testimony and messaging of the AS Legislative Liaison prior to representing the ASWWU on any issue of legislative concern.
  - o Attending meetings, coordinating all on and off campus efforts, and facilitating active student engagement with the Washington Student Association in collaboration with Western Votes,
  - o Organizing, planning, and executing Viking Lobby Day in Olympia with help from the AS Board Assistant for Representation Committees.

- o 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 Fegislative Fiaison.
- o Communicating decisions of Fegislative Affairs Council to the Board of Directors regarding interpretation of the Fegislative Agenda and priority legislative matters.

*AS Vice President for **Governmental Affairs** Job Description*

- o Gathering information for the student body regarding student interests on legislative matters,
- o Actively meeting with the Vice President for University Relations and the Associate Vice President for University Relations.
- | I Ensure the Associated Students is properly represented in federal legislative issues by:
  - o Organizing a federal lobby trip to Washington D.C. with help from the AS President,
  - o Facilitating the creation of a federal legislative agenda via Legislative Affairs Council,
  - o Making official recommendations to the Board of Directors concerning all relevant federal governmental affairs.
  - o Coordinating and working with the Vice President for University Relations on the University's federal agenda.
- | I Support on campus organizing activities and education by:
  - o Providing oversight the Representation & Engagement Programs activities through a minimum of bi-weekly check-ins with the Associate Director,
  - o Attending Representation & Engagement Programs staff meetings as needed,
  - o Serving as an advisor to Western Votes throughout the year.
  - o Advising the Representation and Engagement Programs and Western Votes in organizing a voter registration drive, prior to any upcoming election,
  - o Educating and empowering students to vote and engage in all student issues
  - o Meeting with the AS President and AS Legislative Liaison to discuss the legislative session, Washington Student Association and other legislative issues as needed.
- C Ensure that AS Services and Programs serve the best interests of the diverse student body and adhere to AS Policy by:
  - o 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.

### **Committee Responsibilities**

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

### **Student Budget Coordinator Responsibilities**

□ Ensure the stewardship of the student funds, in accordance with Associated Students goals and policies, by management of the following fund(s):

o Legislative Affairs (FXXLAF)

o Legislative Action Fund (FXLACF)

*AS Vice President for **Governmental Affairs** Job Descriptions*

**Salary**

This position will receive \$11,740 per position term (approximately \$463 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 September 30th, 2015 by motion ASB-15-F-16.**