



[Insert Charge from the AS WWU Student Senate By-Laws]

[Legacy Document]

(AS WWU STUDENT SENATOR FOR _____)

202X-2X

[Basic Office/Position Information]

Office Location #	Viking Union 504 E
AS Email	
Office Phone Number	360-650-3281
Fax Number	
VU Admin Desk Information #	360-650-3450
AS Mail Stop	9106

[Predecessor Information]

Name:

Phone Number:

Email:

[Check-List]

Things to do when first quarter of employment

4 or 3 Quarter Employees

- Read your job description thoroughly.**
- Pay your \$25 deposit at the Finance Office and get keys to the office from the VU Administration Desk.**
- Fill out your summer (or fall if 3 quarter employee) schedule including your office hours.**
- Enter all calendar information in Outlook.**
- Update phone voicemail**
- Look through your desk, find out where all your supplies are.**
- Familiarize yourself with the AS Website/Office Social Media.**
- Familiarize yourself with the notebooks on your shelves, especially your Legacy Notebook. There are some kept for historical information, but in general notebooks have been cleaned out if they are unnecessary. What is left should be very useful and informative.**
- Do the same with your files in your desk. Don't get rid of anything yet, after you know your job a lot better then you can get rid of things. Many people clean out their office at the end of their term, when they are sure what should be kept and what can be recycled. If you have a question, feel free to ask your advisor.**
- Walk around the Viking Union and try to get to know the different offices and conference rooms. Introduce yourself to staff members you don't know yet, and don't be afraid to ask for a short summary of their job, if you don't know what it is.**
- Go through Computer documents. There is a wealth of information from the over 100 years of the organization. It's good to learn where it's located.**
- Understand Budgets and what they mean- Schedule a meeting with AS Business Director to do Budget Training (even if you are not a budget authority to understand your office budgets).**

- Plan Tabling Events and get all material ready.** Beginning in August you will be attending many Summerstart Events, it's a great idea to work on articulating what services and activities the AS provides so that you can clearly and concisely share this with students during events.
 - Meet with the key staff/faculty members who work with your position.** Many legacy documents will include a list of relevant people.
 - Take some time to plan out what your schedule might look like** once the academic year begins. Look at the demands on your time and start to plan out how you will complete your duties.
 - Summit Publicity Requests in a timely manner**
 - Think of what you might delegate to other office mates.** Are there specific items on your to do list that could be delegated? How would you like to communicate with them?
- Make sure all supplies are purchased.**

[Important Organizational Forms & Documents]

[Department/Office Forms & Documents]

Please hyperlink important documents that are relevant/important to this office.

[Main duties, responsibilities & activities]

Fall Quarter:

Winter Quarter:

Spring Quarter:

[AS STANDARD YEARLY EVENTS]

Fall Quarter Events:

Winter Quarter Events:

Spring Quarter Events:

[AS SPECIFIC OFFICE/POSITION EVENTS/TASKS]

[What worked well?]

[Issues from the 2018-2019 Year]

[Ongoing Situations to be aware of]

[Advice and How to suggestions...]

[I Wish Someone Had Told Me...]

**[Office marketing & outreach
methods]**

[Social Media Information]

[Great Ideas I Never Got To]

[Anything I didn't cover ...]