



## AS President

---

*Executive Board, \$16.70, 25hrs/week, 4 quarter position*

---

This position begins the Saturday of Spring Commencement and ends the Friday of Finals Week the following spring quarter. The position holder is neither required nor expected to work during winter or spring breaks.

---

### ABOUT THE OFFICE

The ASWWU Executive Board serves as a representational body in coordination with the ASWWU Student Senate on relevant student issues. The Executive Board shall serve as the Executive Branch of the ASWWU and shall represent student interests to the University Administration, the Board of Trustees, and appropriate external governmental agencies. The ASWWU Executive Board shall oversee general management of funds, affairs, and property of the ASWWU. The Executive Board will not be limited in the scope of issues it covers. Issues discussed by the Executive Board can originate from the ASWWU Student Senate, other Associated Students offices (AS), University committees, within the Executive Board itself, or directly from students. The Executive Board can draft, approve, and release resolutions on any issues brought before it.

### ABOUT THE POSITION

The President is the lead executive officer of the Associated Students organization and serves as spokesperson and chair for the Executive Board. This is an elected position that is charged with serving all ASWWU students. The President is responsible for representing students, governing of the Associated Students, leading the Executive Board, and working with the Senate President for the success of the AS Senate. The President is also responsible for communicating with university administration on behalf of students and assisting students with accessing communication with university administration.

# OFFICE RESPONSIBILITIES

## Executive Board 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 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 Executive Board
  - 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 Office of Civic Engagement to recruit and communicate with students and chairs of committees under position purview.
- Ensure the effectiveness of the Executive Board operations by:
  - Attending all Executive Board 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 Executive Board in a cooperative and timely manner.
  - Reporting major business at each official meeting of the Executive Board.
  - Holding regular check-in meetings (typically biweekly) with the Executive Director for Student Engagement/Director of the Viking Union.
  - Reviewing and updating committee and council charge & charters, 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 WWU students concerning the decisions and actions of the AS Executive Board.
  - 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 Executive 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.

### **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 Constitution, all WWU policies, and all AS policies including the Personnel Policy, Code of Conduct, and Program Standards.
  - Attending Pre-fall orientation (mandatory), Pre-Winter/Pre-Spring (non-mandatory), 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 an advisor 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.

## POSITION RESPONSIBILITIES

### Serve the students of Western Washington University by:

- Representing the interests of WWU students on all issues that come before the AS Executive Board-
- Serving as the spokesperson of the ASWWU, in consultation with the Executive Board.
- Preparing and providing (or delegating responsibility for) remarks for WWU orientation sessions, Western Preview, 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 Executive Director for Student Engagement.
- Informing the AS Executive Board of actions taken by the University Administration on a regular basis.
- Giving an oral and written report at each regular session of the Board of Trustees, President's Cabinet, and 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.
- Ensuring Western Students are represented at the State Level by attending the Washington Student Association meetings and participating in state lobbying effort.
- Ensuring Western Students are represented at the Federal Level by helping plan and participating in Federal lobbying as needed.

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 Executive Board Office and the Associated Students organization.
- Working with the Vice Presidents and overseeing all business that is conducted out of the AS Executive Board Office.
- Providing strategic vision for AS Executive Board trainings and retreats in collaboration with the Director of Student Activities.
- Chairing all meetings of the AS Executive Board, and approving all agenda items and minutes.
- Proofreading all minutes pertinent to the Executive Board prior to the upcoming meeting.
- Working in cooperation with the AS Executive Board Program Assistants 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 Vice chair of the Finance Council and attending weekly meetings.
- Managing the financial accounts of the AS Executive Board in Conjunction with the AS Business Director.

## **Committee Responsibilities**

Chair, facilitate, and create agendas for:

- AS Executive Board
- AS Student Trustee Selection Committee
- AS Finance Council (in absence of the Chair (AS Business Director))

Serve as a voting member on:

- President's Advisory Group on Strategic Matters
- Services and Activities Fee Committee
- Washington Student Association Board of Directors -in the absence of the VP for Governmental Affairs.
- AS Finance Council

Serve as a-recurring invitee on:

- Western Board of Trustees

Review and nominate student members for:

- AS Student Trustee Selection Committee
- Students Rights and Responsibilities Code Review Committee

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.

### **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):

- Board Administration (FXXBAD)
- Board Discretionary Fund (FXXBDS)

## **PREFERRED SKILLS**

- Leadership experience.
- Strong commitment to Diversity, Equity, and Inclusion initiatives.
- Working knowledge of the Associated Students organization.
- Critical thinking skills
- Problem solving and conflict management techniques.
- Ability to communicate accurately and effectively with a wide variety of groups.
- Public speaking skills.
- Previous council or committee experience at Western Washington University.
- Previous student government involvement.
- A working knowledge of the University governance and organization systems.
- Familiarity with local, state and national legislative systems.
- Knowledge of current and past student movements on campus.
- Strong organizational and time management skills.
- Ability to communicate accurately and effectively.
- Ability to be effective in new and different situations that may be outside of your comfort zone.
- Experience working in group situations or as a member of a team.
- Experience facilitating group decision making processes.
- Ability to think holistically about complex situations.
- Ability to balance multiple projects at one time.
- Understand budgets and the AS budget.

## **REQUIRED 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 2.50 cumulative grade point average.

- Ability to complete entire term of position.
- At the time of hiring, be eligible for employment in the U.S. (DACA Recipients are included).
- Completion of 5 quarters of college work, with at least 2 full-time (12+ credits) quarters within the current academic year at Western Washington University.