



AS Vice President for Activities

Executive Board, ~~\$16.70~~ \$17.70, 19hrs/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 Vice President for Activities acts as the strategic advisor between the AS clubs, AS program offices and the Associated Students Executive Board. The Vice President for Activities is charged with empowering clubs to provide extra-and-co-curricular programming to the students of Western Washington University. The Vice President for Activities also serves as the Liaison between the AS and Western organizations. This position will support out of classroom student engagement opportunities

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OFFICE RESPONSIBILITIES

Executive Board 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 [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 of the position to the Associated Students President, as well as at each official meeting of the [Executive Board](#).
 - Holding regular check-in meetings (typically biweekly) with the AS President and Student Activities Coordinator.
 - 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 the student body concerning the decisions and actions of [the 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 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.

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POSITION RESPONSIBILITIES

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PREFERRED SKILLS

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- Leadership experience.
- Strong commitment to Diversity, Equity, and Inclusion initiatives.
- Working knowledge of the Associated Students organization.
- Problem solving and conflict management techniques.
- Previous council or committee experience at Western Washington University.
- Previous student government involvement
- Strong organizational and time management skills.
- Ability to communicate accurately and effectively.
- Experience working in group situations.
- Ability to balance multiple projects at one time.
- Interest and willingness to specialize in the activities area of the Associated

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 at the time of election.
- Ability to complete entire term of position
- At the time of hiring, be eligible for employment in the U.S.

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

- Supporting the AS Club Activities Office by providing strategic guidance, providing connections to resources, and holding regularly scheduled check-ins with the Club Coordinator. May attend Club-Hub meetings each week.
- Supporting AS Productions by providing strategic guidance, providing connections to resources, and holding regularly scheduled check-ins with the AS Productions Director. May attend AS Productions meetings when needed.
- Maintaining regularly scheduled talk times with the Assistant Director for Student Activities

Committees:

- Chair and facilitate Activities Council at least once a week during any given quarter
- Serve as the Vice Chair on the Communications Committee and in the absence of the Communications Director, act as the chair
- Sit as a voting member on the Recreational Center Advisory Committee
- Sit as a non-voting member on the Department Related Activities Council
- Sit as a voting member on the Student Publications Council

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This job description is subject to change in accordance with the AS Employment Policy.

The Associated Students is an Equal Opportunity Employer.

Revised May 25, 2021 by Executive Board

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