



AS Student Senate 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.

The Student Senate serves as a legislative body in coordination with the Associated Students Executive Board on student issues and increase student involvement and representation in the AS Executive Board's decision-making processes by discussing issues originating from the AS Executive Board, other AS or University Committees as assigned or delegated, within the Student Senate itself, or directly from Student Senators constituents. As well as by reviewing, recommending, and enforcing changes to the AS Election Code and the charge and charter of the AS Election Board. Along with approving any changes made to the AS Executive Board by-laws, or charge and charter. Moreover, by drafting and releasing resolutions on any issues brought before the Student Senate. In conclusion, by reviewing and nominating student members to serve on various academic related committees.

The Student Senate President liaises between the Student Senate and the Executive Board.

ABOUT THE POSITION

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.

ASWWU Student Senate Responsibilities

- Ensure the effectiveness of the ASWWU Student Senate Operations by:
 - Planning & facilitating all ASWWU Student Senate retreats, meetings, and work sessions.
 - Avoiding any major commitments that would conflict with the essential responsibilities of this position. (i.e. study abroad, student teaching, etc.).
 - Devoting an average of 25 hours per week to ASWWU Student Senate Business.
 - 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.
- Promote and manage the ASWWU Student Senate by:
 - Communicating regularly with the student body concerning the decisions and actions of the ASWWU Student Senate.
 - Attending at least 2 Associated Students and at least 2 WWU College program events per quarter.
 - Ensuring the appointment for all vacant student senator positions in standing committees
 - Ensuring the nomination of student members for all applications visible through WIN
- Ensuring the stewardship of student funds, in accordance with Associated Student goals and policies, by management of the following fund(s);
 - Academic Affairs (FXXSBR-ASBAAX)

POSITION RESPONSIBILITIES

- Serve the Students of Western Washington University by:
 - Representing the interests of WWU students on all issues that come before the ASWWU Student Senate.
 - Serving as the spokesperson of the ASWWU Student Senate, in coordination with the AS Executive Board.
 - Regularly communicating with WWU Administration, including the University President, Vice President for Enrollment and Student Services, and the Dean of Students.
 - Attending Western Washington Board of Trustees meetings as a recurring invitee.
 - Giving a regular report to the AS Executive Board.
 - Attend all meetings of the AS Executive Board.
 - Make weekly reports to the AS Executive Board, on any and all pertinent issues.
 - Communicate with the AS Executive Board President biweekly.
 - Establishing and maintaining at least 5 posted office hours per week.
 - Convening and presiding over all meetings of the ASWWU Student Senate.
 - Writing and approving all agendas and documents for ASWWU Student Senate meetings.
 - Meeting regularly with the Assistant Director for Student Responsibility and Governance.

- Investigating and bringing attention to all Code of Conduct violations against AS Executive Board members and Student Senators, and working with the Student Senate and the Assistant Director for Student
- Responsibility and Governance to develop a consequence.
- Promote Collaboration with the Academic Affairs Division of the University by:
 - Meeting with University Deans twice per Quarter, to conduct research and to develop a report on student concerns.
 - Meeting with the Provost and Vice President of Academic Affairs at least twice per quarter.
 - Chair, facilitate, and creating agendas for the Student Technology Fee Committee.
- Serve the ASWWU Student Senate by:
 - Working with the Vice-Chair to complete committee assignments following ASWWU Student Senate Elections.
 - Serving as a non-voting member on the Faculty Senate.
 - Serving as a voting member on the AS Executive Board.
 - Monitoring and supervising all Student Senators to ensure ASWWU Student Senate By-Laws are being executed correctly.

PREFERRED QUALIFICATIONS

- 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.
- 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 Students.
- 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 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.