



Associated Students of Western Washington University
Executive Board
AS Vice President for Sustainability

About the Position

The Vice President for Sustainability acts as a liaison between the Associated Students, Office of Sustainability, AS Recycling Center, Sustainable Transportation Office, and other sustainability and sustainable transportation efforts. This position serves as a resource for all students on campus and in the community needing support for any concerns related to the areas listed above.

Position Classification

Vice Presidents serve as elected officers for the Associated Students 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 Executive Board 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, the elected student can opt to postpone the beginning of their respective term(s) until the first day of AS Fall Staff Training. As a four-quarter position, the role 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.

AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.
- Be eligible to be employed on campus and in the US (DACA Recipients are included).

Required Officer 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 2.00 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.
- Strong commitment to Diversity, Equity, Inclusion, and Justice initiatives.

AS Vice President for Sustainability Job Description

- 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 with a wide variety of groups.
- Familiarity with Sustainability and concepts related to sustainable practices.
- Passion and willingness to regularly communicate with large, diverse groups of students.
- Extensive experience working in group situations.

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 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.
- 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.

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 5 office hours per week, distributed throughout the week.
 - 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.
- Ensure the effectiveness of the Executive Board 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 the Associate Dean of 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 the student body concerning the decisions and actions of
 - 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.

Position Responsibilities

- Foster an atmosphere that promotes creating more sustainable campus practices by:
 - Maintaining the mission statement, priorities, and purposes of the Sustainability, Equity, and Justice Fund program.
 - Facilitating and revising the Sustainability, Equity, and Justice Fund program to fit the goals and interest of students, and in a way that promotes fairness, transparency, and consistency.
 - Facilitating, organizing, and scheduling the Sustainability, Equity, and Justice Fund Committee
 - Seeking input from environmental clubs on campus sustainability issues.
 - Building relationship and collaborate on-going sustainability projects and institutional processes with the Sustainability Engagement Institute and other relevant sustainability positions on campus
 - Maintaining connecting and collaboration with Sustainable Transportation office for program oversight, active transportation efforts, and garnering student feedback
 - Facilitating, organizing, and scheduling the Active Transportation Fee Committee
- Ensure that AS Sustainability Services and Programs serve the best interest of the diverse student body and adhere to AS Policy by:

Provide connection and support for the AS Environmental & Sustainability Programs by providing strategic guidance, providing connections to resources, and holding regularly scheduled check-ins. This position assumes the responsibility of the ESP Director in their absence.

- Facilitate communication between the Associated Students, campus entities, and the Bellingham community by:
 - Collaborating with the Office of Off-Campus Living and AS VP For Student Services.
 - Addressing issues pertaining to student transportation.
 - Meeting with campus stakeholders and executives to discuss the integration of the Sustainable Action Plan into larger institutional goals
 - Working towards addressing basic needs decisions at an institutional level with campus stakeholders

Committee Responsibilities

- Chair, facilitate, and create agendas for:
 - AS Active Transportation Fee Committee
 - AS Sustainability, Equity, and Justice Fund Committee
 - AS Food and Housing Insecurity Advisory Committee

Commented [ZL1]: Are any of these committees not active. Ask ASVP of student service any of these committees should be collaborative or switch between the two.

Commented [LW2]: What is up with this committee? I haven't heard anything about it. Also, given how crazy SEJF is with capacity and such, I feel my position should only have to chair 2 committees.

- Serve as a member on:
 - Transportation Advisory Committee (non-voting)
 - Real Food Challenge Committee (voting)
 - Other AS, University, or community committees or Task Forces as needed
- Review and nominate student members for:
 - AS Sustainability, Equity, and Justice Fund Committee
 - AS Active Transportation Fee Committee
 - AS Transportation Advisory Committee
 - Food and Housing Insecurity Advisory Committee
 - Parking Appeals Board
 - Parking and Transportation Advisory Committee

Commented [LW3]: What is up with this one too

Salary

This position gets paid an hourly rate of \$16.70/ hour and is expected to work roughly 19 hours per week. This means the position receives roughly \$2855.70-\$3173 per academic year quarter, or \$8567-\$9519 for the 3 quarters in the academic year. Summer quarter training, onboarding, and position commencement receive the same hourly rate, but are typically less than 19 hours per week.

Reportage

This position reports as a member of the AS Executive Board of Directors. The AS Executive Board of Directors Chairperson in conjunction with the AS Personnel Director on behalf of the Executive 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 April 3, 2014 by motion ASB-14-S-7.