



## AS Vice President for Governmental Affairs

*Executive Board, \$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. This position is 4 quarters long, expected to work during Summer Quarter, around 15 hours a week. The position holder is neither required nor expected to work during winter or spring breaks. The AS VP for Governmental Affairs is required to travel on some weekends, this position will be compensated 1- week additional pay to the total ~~weeks~~<sup>weeks</sup> worked.

### 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 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. By centering student voices, the ASWWU Executive Board seeks to advocate for an equitable, safe, and inclusive campus environment.

### ABOUT THE POSITION

The Vice President for Governmental Affairs acts as a liaison between the Associated Students and the University Relations division, the City and County governments, the State of Washington, and the United States federal government. The Vice President for Governmental Affairs seeks to increase student awareness and involvement in legislative issues, increase voter turnout amongst students, and provide opportunities for students to become involved in the political process.

# 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 organization.
  - Attending and representing students at all Associated Students, University, and other committee meetings under position purview.
  - Working with the Office of Civic Engagement to recruit and communicate with students and chairs of committees under position purview.
  - Promote At-Large student positions on committees in collaboration with the Office of Civic Engagement and elected officials.
- 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 Representation and Governance Advisor.
  - 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.

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- 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 (non-mandatory but recommended), Pre-Winter/Pre-Spring (non-mandatory), and mid quarter staff developments.
- Ensure the legacy of this position by:
  - Working with an advisor to revise and update position job description.
  - Working with the previous position holder to complete a minimum of 15 hours of internship as well as providing a 15-hour internship to the incoming position holder.

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## POSITION RESPONSIBILITIES

- Ensure the interests of the Associated Students are represented in the community by:
  - Attending and working with the Mayor's Neighborhood Advisory Commission, Bellingham City Council, and Whatcom County Council when needed and in cooperation with the AS Local Liaison.
  - Facilitating the creation of a local legislative agenda via Legislative Affairs Council.
  - Providing oversight for the AS Local Liaison with the AS OCE Director.
  - Receiving updates on the activities of individual Neighborhood Associations, Campus Community Coalition, and Whatcom Transit Authority from the AS Local Liaison.
  - Making official recommendations to the Executive Board concerning all relevant community affairs in consultation with the AS Local Liaison.
- Ensure the Associated Students is properly represented in state legislative issues by:
  - Actively participating in state legislative affairs that impact students.
  - Attending state legislative meetings and committee hearings to testify when needed and in cooperation with the AS Director of Legislative Affairs.
  - Facilitating the creation of a state legislative agenda via Legislative Affairs Council.
  - Providing oversight for the AS Director of Legislative Affairs with the AS OCE Director.

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- Providing strategic oversight on testimony and messaging of the AS Director of Legislative Affairs prior to representing the ASWWU on any issue of legislative concern.
- Attending meetings, coordinating all on and off campus efforts, and facilitating active student engagement with the Washington Student Association in collaboration with the OCE.
- Organizing, planning, and executing Western Lobby Day in Olympia with help from an AS Board Assistant and the OCE.
- Support the planning, organization, and agenda creation for Western Intersectional Lobby Day ~~that who~~ is co planned with the LAC representatives from the ESC, ESP, DOC, and SAIRC.
- Monitoring the activities of the WWU Administration, Public School Employees, Western Advocates, Washington Federation of State Employees, United Faculty of Western Washington, and the Council of Faculty Representatives with the AS Director of Legislative Affairs.
- Communicating decisions of Legislative Affairs Council to the Executive Board regarding interpretation of the Legislative Agenda and priority legislative matters. Gathering information in the beginning of the year from the student body regarding student interests on legislative matters to inform the legislative agendas.
- Actively meeting with the WWU Executive Director of Government Relations.
- Support on campus organizing activities and education by:
  - Providing oversight of the Office of Civic Engagement activities through a minimum of bi-weekly check-ins with the OCE Associate Director and OCE Director of Legislative Affairs.
  - Attending OCE staff meetings as needed.
  - ~~Serving as an advisor to Western Votes throughout the year.~~
  - Advising the OCE in organizing a voter registration drive, prior to any upcoming election, in collaboration with the AS Voter Recruitment and Engagement Coordinator.
  - Educating and empowering students to vote and engage in all student issues.
  - Facilitating a Campus Conversations Day to connect students to campus stakeholders and engage in discussion around student centered issues.
  - Meeting with the AS President and AS Director of Legislative Affairs to discuss the legislative session, Washington Student Association and other legislative issues as needed.
- Ensure that AS Services and Programs serve the best interests of the diverse student body and adhere to AS Policy by:
  - Maintaining oversight for the AS Office of Civic Engagement by providing strategic guidance, providing connections to resources, and holding regularly scheduled check-ins. This position assumes the responsibility of the OCE Director in their absence.

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#### Committee Responsibilities

- Chair, facilitate, and create agendas for:

- AS Legislative Affairs Council (LAC)
- Serve as a voting member on:
  - Washington Student Association (WSA)
  - AS Alternative Transportation Fee Committee as Vice Chair (ATF)
  - AS Executive Board Vice Chair
- Serve on other Associated Students, University, or community committees, as necessary. Leadership experience.

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### Knowledge, Skills, & Abilities **PREFERRED SKILLS**

- 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 with a wide variety of people on Western's campus and in the Bellingham community with elected officials.
- Experience working in group situations.
- Working knowledge of legislative and political structures and systems.
- Ability to act appropriately in professional situations.
- Budget Management knowledge or experience.
- Ability to work independently while supervising others.
- 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. If running for office as an incoming first-year student, must be enrolled over summer quarter.
- ~~○ Have a minimum of a 2.0 cumulative grade point average at the time of election.~~
- Have good academic standing.
- Ability to complete entire term of position.
- At the time of hiring, be eligible for employment in the U.S.