



AS Vice President for Sustainability

Executive Board, \$17.70, 19 hrs/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 Sustainability acts as a liaison between the Associated Students, Sustainability Engagement Institute, AS Recycling Center, Active Transportation Office, sustainability related student clubs, 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.

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 5 office hours per week, dispersed 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.
 - Attending and representing students at any Associated Students, University, and other committee meetings under position purview.
 - Reviewing and nominating student appointees to serve on committees under position purview.
 - Recruiting and communicating 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 (weekly or every other week) with the AS President and other relevant Executive Board members.
 - 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 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.
 - 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 and maintains sustainable campus practices by:
 - Holding regular meetings each quarter or maintaining regular contact with positions in the Sustainable Engagement Institute (SEI), Sustainability, Equity and Justice Fund (SEJF) program, Zero Waste Western Office, AS Recycling Center, AS Environmental Sustainability Programs (ESP), and other positions related to sustainability.
 - Appointing two student representatives to the President's Sustainability Advisory Council at the beginning of each academic year. If neither of the appointed representatives are the VP for Sustainability, attend regular council meetings, which are open to the public, or maintain communication with the appointees.
 - Maintaining the mission statement, priorities, and purposes of the Sustainability, Equity, and Justice Fund program as a member and chair of the SEJF committee.
 - Facilitating and revising the Sustainability, Equity and Justice Fund Program to fit the goals and interests of students, and in a way that promotes fairness, transparency, and consistency.
 - Facilitating, organizing and scheduling the Sustainability, Equity and Justice Fund Committee and Active Transportation Fee 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 collaborating with Active Transportation office for program oversight, active transportation efforts, and garnering student feedback.
- Foster leadership within the Associated Students and the greater campus community by:
 - Contributing to leadership development events, as needed.
 - Collaborating with VU Leadership to create leadership opportunities.
 - Planning or assisting with events related to environmentalism and sustainability, such as roundtables, panels, Earth Day planning, etc.
 - Maintaining a transparent and active VP social media account (strongly encouraged).
- Represent the interests of students when communicating with external partners by:
 - Serving as a voting member and chair of:
 - Sustainability, Equity and Justice Fund Committee
 - Active Transportation Fee Committee
 - Appointing student representatives to committees.
 - Collaborating with various relevant offices and the AS VP for Student Services.
 - Address issues pertaining to student transportation.

- Meet with campus stakeholders and executives to discuss the integration of the Sustainability Action Plan into larger institutional goals.
- Working toward addressing basic needs decisions at an institutional level with stakeholders.
- Encouraging collaboration between AS offices and departments, offices, or other groups with sustainability or environmental affiliation.

Committee Responsibilities

- Chair (facilitate, scheduling, organizing, and create agendas for):
 - AS Transportation Advisory Committee (co-chair)
 - AS Sustainability, Equity and Justice Fund Committee (co-chair: Communications Liaison) See SEJF Rules of Operations for further specifics
- Serve as a member on:
 - AS Transportation Advisory Committee
 - AS Sustainability, Equity and Justice Fund Committee
- Review and nominate student members for:
 - AS Sustainability, Equity and Justice Fund Committee
 - AS Transportation Committee
 - Parking Appeals Board
 - Parking and Transportation Advisory Committee

PREFERRED QUALIFICATIONS

- Leadership experience.
- Strong commitment to Diversity, Equity, and Inclusion initiatives.
- Understanding of intersectional sustainability and concepts related to sustainable practices.
- 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 good academic standing 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.