



AS Vice President for Governmental Affairs

Executive Board, \$16.70/hrs, 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. 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' 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

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 the 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.
- 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.
- Collaborating with student groups, organizations, coalitions, and offices to gain feedback so that your work accurately reflects the current campus environment.

REQUIRED QUALIFICATIONS

- Maintain a minimum credit load during full term of position:
 - Undergrad: 6 credits
 - Grad: 4 credits
- Maintain a minimum of 2.0 GPA.
- Ability to complete entire term of position.
- At the time of hiring, be eligible for employment in the U.S.

KNOWLEDGE, SKILLS, & ABILITIES

- Leadership experience.
- Working knowledge of the Associated Students organization.
- Strong commitment to Diversity, Equity, and Inclusion initiatives.
- Problem solving and conflict management techniques.
- Previous council or committee experience at Western Washington University.
- Strong organizational and time management skills.
- Ability to communicate and work collaboratively 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.

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.
- 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 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 who is co planned with the LAC representative 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.

Ensure the Associated Students is properly represented in federal legislative issues by:

- Organizing a federal lobby trip to Washington D.C. with help from the AS President on years when it is appropriate.
- Making official recommendations to the Executive Board concerning all relevant federal governmental affairs.
- Coordinating and working with the WWU Executive Director of Government Relations on the

POSITION RESPONSIBILITIES

Support on campus organizing activities and education by:

- Providing oversight the Office of Civic Engagement activities through a minimum of bi-weekly check-ins with the Associate Director.
- 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.

Committee Responsibilities

Chair, facilitate, and create agendas for:

- AS Legislative Affairs Council
- AS Structure Review Committee

Attend meetings and serve as a voting member in the absence of the president for the:

- Washington Student Association

Serve as a voting member on:

- AS Alternative Transportation Fee Committee (Vice Chair)
- AS Transportation Advisory Committee (Vice Chair)
- Washington Student Association (WSA)

Serve on other Associated Students, University, or community committees as necessary.

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

The Associated Students is an Equal Opportunity Employer.

Revised January 26, 2021 by Personnel Director.