



Western Washington University

AS Vice President for Activities Position Description 2024-25

About the Program & Position

The Associated Student Government at Western is charged by the President to represent the interests of the Associated Students of Western Washington University (ASWWU) in shared governance of the University. ASWWU Government is a two-body governing system, comprised of the AS Executive Board and the AS Senate.

The ASWWU Executive Board represents student interests to University Administration (Non-Academic Divisions, Departments and Programs), the Board of Trustees, and appropriate external governmental agencies. AS Executive Board positions are responsible for representing our students in issues concerning the University beyond the classroom.

One of the Executive Board's primary roles is to appoint Western Students to relevant AS and University Committees and decision-making groups to ensure student voices are well represented in official University processes.

Another important role is annual review and approval of the Associated Students Program Fiscal Year Annual Budgets.

There are seven elected student positions on the AS Executive Board. Each position is responsible for representing different interest areas of students in addition to serving on a variety of AS and University Committees.

The Vice President for Activities acts as the strategic liaison between AS clubs, AS program offices and the ASWWU Executive Board. The Vice President for Activities is charged with helping clubs provide extra-and-co-curricular programming to the students of Western Washington University. The Vice President for Activities also serves as the Liaison between the AS and other Western organizations, including but not limited to Campus Recreation, the Departmental Related Activities, and the Student Publications office.

Term of the Position

This position starts the Saturday of Spring Commencement after ASWWU annual regular elections and ends the Friday of Spring finals week the following academic year. AS VP for Activities can work up to 19 hours/week during Fall, Winter, and Spring Academic Terms excluding finals week. Limited Summer Term hours will be required for training and planning for the upcoming Academic Year. Work during intersession and breaks may be approved by AS Governance staff in certain circumstances.

Required Qualifications

Candidates/AS VP for Activities must:

- Be enrolled six or more credits for undergraduate students and four or more credits for graduate students during upcoming Fall/Winter/Spring academic terms.
- Have a minimum of a 2.00 cumulative GPA at time of candidate filing and maintain throughout terms of service if elected.
- Be able to complete the entire term of the position.
- Be eligible for employment in the U.S. from the time of filing for candidacy through the full term of the position, includes DACA recipients.
- Be available for limited/occasional evening/weekend work throughout the Academic Year.

Preferred Qualifications

- Leadership experience.
- Strong commitment to Diversity, Equity, and Inclusion practices.
- Experience working with complex budgets.

- Working knowledge of the Associated Students organization.
- Experience with problem solving and conflict resolution in complex organizations.
- Ability to communicate accurately and effectively with a wide variety of groups.
- Public speaking skills.
- Previous council, committee or student government experience at Western Washington University.
- Knowledge of Student Activities support programs at WWU.
- A working knowledge of the University governance system.
- Knowledge of current and past student movements on campus.
- Strong organizational and time management skills.
- Experience working in group situations or as a member of a team.
- Experience facilitating group decision making processes.
- Ability to balance multiple projects at one time.

Position Responsibilities

Ensure the effectiveness of Executive Board operations by:

- Attending all Executive Board trainings, retreats, meetings, and work sessions.
- Maintaining a regular weekly work schedule (available to AS Gov Advisors, SGAs and Elected Positions) to fulfill the duties and responsibilities of the position.
 - Typical Regular Work Scheduled between 7am-9pm, M-F, includes scheduled office hours (see below).
- Avoiding any major academic or employment commitments that would conflict with the essential responsibilities of this position. (e.g., study abroad).
- Working with the members of the Executive Board in a cooperative and timely manner.
- Reporting major business at official meetings of the Executive Board as requested.
- Holding regular individual check-in meetings with designated AS Government Advisor and AS President.
- Identifying short and long term strategic goals for VP position, in alignment with AS Exec Board strategic goals.

Represent the interests of the student body of Western Washington University by:

- Devoting up to 19 hrs/week to AS Executive Board business.
- Establishing and maintaining at least five publicly posted office hours per work week (Monday-Friday) to be available to constituents.
- Being available to constituents via email and by-appointment.
- 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 all Associated Students, University, and other committee meetings under position purview.
- Coordinate with AS President to communicate regularly with WWU students concerning the decisions and actions of the AS Executive Board relevant to VP position. (e.g. Regular AS Newsletter updates, Official AS Gov Social Media Updates)
- Coordinating with AS President to pursue lines of communication to/within the university and seeking/facilitating opportunities for student representation in university-wide decisions in areas relevant to VP position.
- Representing the interests of WWU students on all issues that come before the AS Executive Board.
- Working with OCE Staff/AS Governance Advisor to recruit and fill student positions on committees related to this position.
 - Chair designated committees (See below)

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.
- Complete all mandatory training for AS Elected Positions and WWU Student Employees

Ensure the legacy of this position by:

- Working with an AS Governance Advisor to revise and update position job description annually prior to election candidate filing.
- Working with AS Governance Advisor to plan for continuity of operations for the next individual in this position as appropriate.

Ensure the interests of Associated Students are properly represented in AS Activities and Programs by:

- Act as the liaison between the AS Executive Board and the AS Club Activities Office
 - Hold regular meetings with AS Clubs Activities Manager or designee.
 - Attend AS Club Activity Office meetings as invited to facilitate regular communication.
- Act as the liaison between AS Exec Board and AS Productions Staff
 - Holding regular meetings with the Assistant Director for Student Activities or designee.
- Contributing to AS Club Kickoff and other leadership development events, as needed/requested.
- Collaborating with VU Leadership and Community Engagement Center as appropriate.
- Facilitating AS Activities Council operations in coordination with AS Club Activities Office leadership.
- Attend Campus club meetings by invitation as needed to facilitate open communication with AS Executive Board.

Represent the interests of students with other campus activities partners by:

- Serving as a voting member on the Recreation Center Advisory Committee
- Meeting individually with the Director of Intercollegiate Athletics and Director of Campus Recreation Services at least twice per quarter.
 - Encouraging collaboration between AS offices and the Athletics and Campus Recreation departments.
- Serving on VU Advisory Board

Committee Responsibilities – May be subject to change based on committee updates throughout the year.

Chair and facilitate:

- AS Activities Council

Serve as a voting member on:

- AS Communications Committee
- Recreational Center Advisory Committee
- Student Publications Council
- Student Union Advisory Board

Serve as a non-voting member on:

- Department Related Activities Council

Pay Rate

Estimated Starting Rate (2024-2025) is \$20.85/hr

Administrative Note: Exact wage and total hours per week are subject to change pending final approval of AS Budget. The contents of this position description may change during the term of appointment due to an ongoing collective bargaining process.

This position is exempt from civil services rules per WAC 357-04-040