



# Western Washington University

## AS President Position Description 2024-25

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### **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 AS President is the chair and a voting member of the AS Executive Board. This elected position is charged with serving all ASWWU students. The President is responsible for representing students, leading the Executive Board and working with the Senate President for the success of the ASWWU Government. The President is also responsible for coordinating official communications on behalf of the Executive Board and assisting students in communicating concerns important to students to university administration.

### **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 President can work up to 25 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 President 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.
- Completion of 5 quarters (or equivalent) of college work (at any institution), with at least 2 full-time (12+ credits) quarters within the current academic year at Western Washington University.
- 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.
- Working knowledge of the Associated Students organization.
- Experience working with complex budgets.

- 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.
- A working knowledge of the University governance system.
- Familiarity with local, state and national legislative systems.
- 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).
- Preparing weekly regular Executive Board Meeting Agendas.
  - Collaborating with designated Student Government Assistant and AS Governance Advisor to complete administrative needs for regular weekly Exec Board meetings.
  - Reviewing all relevant meeting documents (e.g. Agendas, Minutes, Documents Packets) for accuracy.
  - Chair Executive Board Meetings
- 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 each official meeting of the Executive Board.
- Holding regular check-in meetings with designated AS Government Advisor.
- Ensuring AS Exec Board is operating in alignment with current AS Government Charter, Constitution and By-laws.
- Identifying short and long term strategic AS Exec Board goals.

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

- Serving as Chair of the AS Executive Board
- Devoting up to 25 hours per 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.
- Facilitating process to appoint student representation to committees under the purview of AS Executive Board.
- Communicating regularly with WWU students concerning the decisions and actions of the AS Executive Board. (e.g. Regular AS Newsletter updates, Official AS Gov Social Media Updates)
- Serving as the spokesperson of the AS Executive Board, in consultation with the Executive Board.
- Regularly communicating with WWU administration, including the University President, Vice President for Enrollment and Student Services, Vice President for University Relations, and the Executive Director for Student Engagement.
- Informing the AS Executive Board of actions taken by the University Administration on a regular basis.
- Giving an oral and written report at each regular session of the Board of Trustees, President's Cabinet

regarding the major business of the AS Executive Board.

- Ensuring Western Students are represented at the State Level by attending the Washington Student Association meetings as well as taking part in state and federal lobbying efforts as needed.
- Representing the interests of WWU students on all issues that come before the AS Executive Board.
- Actively pursuing lines of communication to/within the university and seeking/facilitating opportunities for student representation in university-wide decisions.

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 accountability and continuity of the AS Executive Board by:

- Maintaining regular contact with the AS Senate President, AS Vice Presidents, AS Directors, AS and VU Advisors, and AS employees about important student issues and activities.
- Providing strategic vision for AS Executive Board trainings and retreats in collaboration with the designated AS Governance Advisor.

Ensure responsible financial management of the Associated Students organization by:

- Managing the financial accounts of the AS Executive Board in Collaboration with designated Budget Authority.

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

Chair, facilitate, and create agendas for:

- ASWWU Governance Conference Committee (Co-Chair)
- AS Finance Council (in absence of the Chair (AS Business Director))
- Student Trustee Selection Committee – coordinated with President's Office and Board of Trustees Staff

Serve as a voting member on:

- President's Advisory Group on Strategic Matters
- Services and Activities Fee Committee
- Washington Student Association Board of Directors
- AS Finance Council

Serve as a recurring invitee to:

- Western Board of Trustees Meetings

Review and nominate student members for:

- AS Student Trustee Selection Committee
- Students Rights and Responsibilities Code Review Committee
- Other committees as needed

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

- Capital planning implementation committees
- Search committees for Vice Presidents or President of the university.

Student Budget Coordinator Responsibilities

- Collaborate with Staff Budget Authority to ensure the stewardship of the student funds, in accordance with Associated Students goals and policies, by management of the following fund(s):
  - Board Administration (FXXBAD)
  - Board Discretionary Fund (FXXBDS)

**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