



# Western Washington University

## AS Vice President for Governmental Affairs 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 Vice President for Governmental Affairs (ASVPGA) acts as a liaison between the Associated Students and the University Legislative Liaison Office. The ASVPGA helps Western students understand issues of concern in local City, County, State of Washington, and the United States federal legislation. 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 legislative processes. The ASVPGA is responsible for serving as Chair of the AS Legislative Affairs Council and facilitating creation and adoption of official AS Washington State Legislative Lobby Day Agendas as needed to represent ASWWU students. This position leads annual Western WA State Legislature Lobby Day(s) planning.

### **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. The Vice President for Governmental Affairs can work up to 19 hours/week during Fall and Spring Academic Terms excluding finals week. They may work up to 25 hrs/week during Winter Term to prepare for Western Lobby Days. 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/ASVPGA 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.
- Working knowledge of the Associated Students organization.

- Experience working with complex budgets.
- Demonstrated experience coordinating complex projects.
- 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).
- 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 ASVPGA 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 ASVPGA position aligned with Strategic Goals of AS Executive Board.

#### Represent the interests of ASWWU members by:

- Devoting up to 19 hrs/week (Fall/Spring Terms) and up to 25 hrs/week (Winter Term) 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)
- Representing the interests of WWU students on all issues that come before the AS Executive Board.
- 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.
- Working with OCE Staff/AS Governance Advisor to recruit and fill student positions on committees related to this position.
  - Chair designated committees (See below)

#### Ensure the interests of the ASWWU members are represented in the local community by:

- Making official recommendations to the Executive Board concerning all relevant local community issues in consultation with the AS OCE Local Issues Coordinator.

- Receiving regular updates on local community issues (e.g. individual Bellingham Neighborhood Associations, Campus Community Coalition, and Whatcom Transit Authority) from the AS Local Issues Coordinator.

Ensure the interests of ASWWU members are properly represented in WA State legislative process by:

- Facilitating the creation of a state legislative Lobby Day(s) agenda via Legislative Affairs Council for AS Executive Board approval prior to Lobby Day.
  - Gathering information starting early in the academic year from the student body regarding student interests on legislative matters to inform the legislative agendas.
- Lead organizing, planning, and execution of Western Lobby Day(s) in Olympia with help from Legislative Affairs Council, AS Governance Staff (Advisors/SGA) and AS OCE Staff.
  - 1-2 Lobby Days in Olympia are planned annually depending on budget and legislative session timing.
- Coordinating with AS OCE Director of Legislative Affairs to actively monitor lobbying efforts of groups associated with Western (e.g. WWU Administration, Public School Employees (PSE), Western Advocates, Washington Federation of State Employees (WFSE), Western Academic Workers Union (WAWU), United Faculty of Western Washington).
- Working as Executive Board Liaison to relevant WWU and AS Legislative Offices including:
  - Attending state legislative meetings and committee hearings to testify when needed and in cooperation with the AS OCE Director of Legislative Affairs.
  - Providing strategic feedback on testimony and messaging of the AS Director of Legislative Affairs prior to them representing the ASWWU on any issue of legislative concern to ASWWU.
  - Communicating decisions of Legislative Affairs Council to the Executive Board regarding interpretation of the Legislative Agenda and priority legislative matters.
  - Regularly meeting with the WWU Director of Government Relations or their designee.
- Facilitating active student engagement with the Washington Student Association in collaboration with AS OCE and AS Governing Bodies.
  - Participate in WSA meetings as needed.

Ensure ASWWU members are properly represented in federal legislative issues by:

- Making official recommendations to the Executive Board regarding all relevant federal governmental affairs of concerning ASWWU members.

Ensure ASWWU members are properly represented in ASWWU Elections planning:

- Supporting ASWWU Election and Voter engagement efforts on campus in coordination with OCE and other campus staff.

Supporting efforts to increase ASWWU members' civic engagement by:

- Supporting and collaborating with AS OCE and other campus efforts to facilitate/host civic engagement outreach and education efforts, including but not limited to: hosting candidate forums on campus, Western Votes program efforts.

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 (if needed) 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.

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

Chair, facilitate, and create agendas for:

- AS Legislative Affairs Council

Serve as a voting member on:

- AS Elections Advisory Committee when eligible (i.e. not running for re-election)

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

- Washington Student Association

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

**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