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.

Position Classification
Vice Presidents serve as elected officers for the Associated Student Organization and as members of the Board Directors. Vice Presidents are responsible for representing students and governing the operations of the Associated Students within a specific area of focus.

About the Department
The Board of Directors office oversees the management of funds, affairs, and property of the Associated Students organization and is the main point of contact for student representation at Western Washington University.

Term of Position
This is a four quarter position. This position begins the Saturday of Spring Commencement and ends the Friday of finals week the following spring quarter. This position works an average of 19 hours per week. The position holder may work more some weeks and less other weeks depending on the office’s needs. The position holder is neither required nor expected to work during winter or spring breaks.

AS Employment Qualifications
• Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
• Maintain a minimum of a 2.00 cumulative grade point average.
• Ability to complete the entire term of the position.

Required Officer 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 a minimum of a 2.00 cumulative grade point average at the time of election.
• Completion of 3 quarters of college work, with at least 2 quarters within the current academic year at Western Washington University. This requirement must be met by the end of the spring quarter when elected.

Preferred Qualifications
• Leadership experience.
• Working knowledge of the Associated Students organization.

AS Vice President for Governmental Affairs Job Descriptions
• 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.

AS Employment Responsibilities

• Serve the diverse membership of the Associated Students in a professional and ethical manner by:
  o Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
  o Attending all AS staff development events including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
  o Being knowledgeable of the AS organization and its general operations.
  o Serving on search committees as designated by the AS Personnel Director.

• Ensure the legacy of this position by:
  o Working with supervisor and Personnel Director to revise and update position job description.
  o Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.
  o Developing and maintaining a legacy document as required by the AS Employment Policy.

Board of Directors Responsibilities

• Represent the interests of the student body of Western Washington University by:
  o Devoting an average of 19 hours per week to Associated Students business.
  o Establishing and maintaining at least one posted office hour per school day.
  o Communicating with diverse groups of students on a regular basis.
  o Holding the interests of the student body above any personal interests, aspirations or goals.
  o Serving as an officer of the Associated Students Not-for-Profit organization.
  o Attending and representing students at all Associated Students, University, and other committee meetings under position purview.
  o Reviewing and nominating student appointees to serve on committees under position purview.
  o Working with the Representation and Engagement Programs Office to recruit and communicate with students and chairs of committees under position purview.

• Ensure the effectiveness of the Board of Directors operations by:
  o Attending all Board of Directors retreats, meetings, and work sessions.
  o Avoiding any academic commitments that would conflict with the responsibilities of this position.
  o Working with the members of the Board of Directors in a cooperative and timely manner.
  o Reporting major business of the position to the Associated Students President, as well as at each official meeting of the Board of Directors.
  o Holding regular check-in meetings with the AS President and Director of Student Activities.

AS Vice President for Governmental Affairs Job Descriptions
Reviewing and updating committee and council charge & charters, bylaws, 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 Board of Directors.
- 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.
- Overseeing the funds, affairs, and property of the Associated Students organization.
- 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**

**Ensure the interests of the Associated Students are represented in the community by:**
- Educating and empowering students to vote in local elections and engage in community issues.
- Monitoring the activities of the Mayors Neighborhood Advisory Council, Association of Bellingham Neighborhoods, individual Neighborhood Associations, Whatcom Transit Authority, and the Council of Faculty Representatives.
- Attending and working with Bellingham City Council and Whatcom County Council when needed.
- Making official recommendations to the Board of Directors concerning all community affairs.
- Facilitating communication between AS and community organizations.

**Ensure the Associated Students is properly represented in state legislative issues by:**
- Attending state legislative hearings and testify when needed.
- Facilitating the creation of a state legislative agenda via Legislative Affairs Council.
- Attending meetings of and monitoring the Washington Student Association activities on and off campus.
- Facilitating active student engagement in activates of the Washington Student Association.
- Supervising and serving as co-budget authority for the AS Legislative Liaison.
- Approving testimony and positions of the AS Legislative Liaison prior to representing the ASWWU on any issue of legislative concern.
- Actively participating in state and national legislative affairs that impact students.
- Organizing Viking Lobby Day in Olympia.
- Communicating decisions of Legislative Affairs Council to the Board of Directors regarding interpretation of the Legislative Agenda and priority legislative matters.
- Gathering information for the student body regarding student interests on legislative matters.
- Actively meeting with the Vice President for University Relations and the Associate Vice President for University Relations.

**Support on campus organizing activities and education by:**
- Meeting with the AS President and AS Legislative Liaison to discuss the legislative session, Washington Student Association and other legislative issues.
- Serving as an advisor to Western Votes throughout the academic year.
Creating reports regarding the activities of government entities to be distributed to the AS Board of Directors, Student Senate, Residence Hall Association, local media and other groups, as necessary.

Communicating all pertinent information regarding governmental and community affairs to the AS Board of Directors, Student Senate, and Legislative Affairs Council.

Directing the Representation and Engagement Programs and Western Votes in organizing a voter registration drive, prior to any upcoming election.

Supervising the Representation & Engagement Programs activities through a minimum of bi-weekly check-ins with the Associate Director.

Ensure the Associated Students is properly represented in federal legislative issues by:
- Organizing a federal lobby trip to Washington D.C.
- Facilitating the creation of a federal legislative agenda.
- Making official recommendations to the Board of Directors concerning all federal governmental affairs.
- Coordinating and working with the Vice President for University Relations on the University’s federal agenda.

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 Representation & Engagement Programs by providing strategic guidance, providing connections to resources, and holding regularly scheduled check-ins. This position assumes the responsibility of the REP Associate Director in their absence.
- Facilitating and revising the Student Senate structure to fit the goals and interest of students, and in a way that promotes fairness, transparency, and consistency.

Committee Responsibilities
- Chair, facilitate, and create agendas for:
  - AS Alternative Transportation Fee Committee (Vice Chair)
  - AS Legislative Affairs Council
- 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)
- Review and nominate student members for:
  - AS Election Board
  - AS Election Code Review Committee
  - AS Legislative Affairs Council
  - Sehome Hill Arboretum Board
  - WTA Citizen’s Advisory Committee
- Serve on other Associated Students, University, or community committees as necessary.

Budget Authority Responsibilities
- Ensure the stewardship of the student funds, in accordance with Associated Students goals and policies, by management of the following fund(s):
  - Legislative Affairs (FXXLAF)

Salary
This position will receive a pay grade X, FTE 0.00 which is approximately $0,000 per position term.
Reportage

This position reports to the AS Board of Directors. The AS Board of Directors Chairperson in conjunction with the AS Personnel Director on behalf of the Board of Directors shall be charged with the responsibility to lead an objective investigation into complaints regarding Board Members. For complaints against the chairperson, the vice-chairperson shall act in their place.

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

The Associated Students is an Equal Opportunity Employer.

Revised on April 24, 2013 by motion ASB-13-S-17.