



## Associated Students of Western Washington University

Board of Directors

AS Vice President for Business and Operations

### About the Position

The Vice President for Business & Operations is charged with providing oversight for the internal operations of all Associated Students programs, services, and the facilities in which they operate. The VP for Business and Operations acts as the liaison between the Board of Directors, the Viking Union and AS Bookstore. This position is responsible for making recommendations to the Board of Directors regarding employment policies, facilities management, and budgeting.

### 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 including fall quarter 2013. This requirement must be met by the end of the spring quarter when elected. Note: This change to the job description was made for the AS Special Election because due to the time period it is not possible for any student to complete 2 quarters of work before taking office.

### Preferred Qualifications

- Leadership experience.
- Working knowledge of the Associated Students organization.

- Problem solving and conflict management techniques.
- Previous council or committee experience at Western Washington University.
- Strong organizational and time management skills.
- Ability to communicate accurately and effectively.
- Experience working in group situations.
- Previous experience with mediation.
- Management or supervisory experience.
- Ability to make a substantial time commitment to the Associated Students.

### **AS Employment Responsibilities**

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:
  - 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.
  - Attending all AS staff development events including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
  - Being knowledgeable of the AS organization and its general operations.
 Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.
  - 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.
  - 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:
  - 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 Not-for-Profit organization.
  - Attending and representing students at all Associated Students, University, and other committee meetings under position purview.
  - Reviewing and nominating student appointees to serve on committees under position purview.
  - 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:
  - Attending all Board of Directors retreats, meetings, and work sessions.
  - Avoiding any academic commitments that would conflict with the responsibilities of this position.
  - Working with the members of the Board of Directors 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 Board of Directors.
  - Holding regular check-in meetings with the AS President and Director of Student Activities.
  - 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 that policies and procedures are fair, efficient, and up-to-date by:
  - Working with the AS Board of Directors Program Assistant to develop and update policies and procedures of the AS.
  - Acting as Vice-Chairperson, serving as Chairperson in the absence of the AS President, of the Board of Directors.
- Preserve the financial stability and solvency of the Associated Students organization by:
  - Working with the Business Director on financial recommendations to the AS Board of Directors.
  - Checking to make sure users of student fees comply with funding policies.
  - Serving as budget authority for AS Management Council budget.
  - -Serving as the budget authority for the ASWWU in absence of the AS President.
  - Overseeing and reviewing budget committee processes and recommendations to the AS Board of Directors.
  - Representing the Associated Students to the Services & Activities Fee committee.
- 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 Personnel Office, Business Office, Assessment Office by providing strategic guidance, providing connections to resources, and holding regularly scheduled check-ins.
  - Actively ensure the objective facilitation of the Assessment Process through the oversight of the Assessment Coordinator. This is done by actively participating in SPAC meetings, providing strategic guidance and context, connecting resources and holding regular talk times. This position assumes the responsibility of the Assessment Process in absence of the Assessment Coordinator.
  - Fostering the success and compliance of policies and goals.
  - Communicating and meeting with professional staff as needed, to serve as the AS Board liaison to the Outdoor Center, and Publicity Center.
  - Communicating and meeting with professional staff as needed, to serve as the AS Board liaison to the to the Viking Union, Recycle Center, Publicity Center, Lakewood, Child Development Center, AS Vehicles, and Viqueen Lodge.
  - Developing, implementing, and communicating policies, procedures, and program directions established by the AS Board of Directors for day-to-day AS operations.
  - Overseeing the internal operations of all AS services and programs.
  - Fostering teamwork and communication among all AS departments through Management Council.

### **Committee Responsibilities**

- Chair, facilitate, and create agendas for:
  - AS Budget Committee (Vice Chair)
  - AS Facilities & Services Council
  - AS Management Council
- Serve as a non-voting member on:
  - AS Structure & Program Advisory Committee (Board Advisor)
- Serve as a voting member on:
  - AS Business Committee
  - AS Personnel Committee
  - AS/VU Tech Committee
  - Bookstore Advisory Group
  - Services & Activities Fee Committee
- Review and nominate student members for:
  - AS Budget Committee
  - AS Facilities & Services Council
  - AS Structure & Program Advisory Committee
  - Bookstore Advisory Committee
  - Services & Activities Fee 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):
  - Operational Enhancement (FXXENH)
  - Supplemental AS Program Funding (FXXSBR-ASBSCW)
  - AS Management Council (FXXSBR-ASBSEE)

#### **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 February 28, 2013 by motion ASB-13-W-26.