



Associated Students of Western Washington University
Representation & Engagement Programs
Election Board Chair

About the Position

The Chair of the Election Board is responsible for the operation and organization of the AS Election Board as stated in the AS Election Code, including hearing AS Election related grievances and certifying AS Election results.

About the Department

The REP exists to provide the resources, services, and support necessary to ensure student representation in decisions that impact students at the university, local, state, and federal levels; to promote effective citizenship and civic engagement through services, programs, and collaboration.

Terms of Position

This position begins the first week of Winter Quarter and goes through the AS Elections process stated in the AS Election code, ending around mid-Spring Quarter.

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.
- May not be an AS Election candidate, or involved with a candidate's campaign.
- Ability to complete the entire term of the position.

Preferred Qualifications

- Interest in or experience with school elections.
- Basic familiarity with Parliamentary Procedures or leading meetings
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham community.
- Ability to work independently and responsibly.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Basic knowledge of department and position specific responsibilities.
- Ability to work flexible hours.
- Knowledge of or experience with judicial processes and maintaining confidentiality
- Ability to create a space that makes people feel comfortable during times of stress

AS Employment Responsibilities

- Serve the membership of the Associated Students in a professional and ethical manner by:
 - Being familiar with and upholding the AS Charter and Bylaws, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
 - Being knowledgeable of the AS organization and its general operations.
- Ensure the continuity and legacy of this position by:
 - Working with supervisor and Personnel Director to revise and update position job description.
 - Developing and maintaining a legacy document as required by the AS Employment Policy.

Representation and Engagement Programs Responsibilities

- Empower and support the Associated Students membership with civic engagement information, activities and peer education by:
 - Providing unbiased, nonjudgmental, and accurate information and services to students.
 - Providing a safe and inclusive space for students
- Ensure the smooth, effective operations of the Representation and Engagement Programs by:
 - Promoting teamwork and collaboration throughout the REP offices.
 - Establishing and maintaining active working relationships with other REP team members.

Position Responsibilities

- Ensuring the smooth, effective operations of the AS Elections process by:
 - Following the guidelines as set forth in the AS Election Code and the AS Election Board Charge and Charter
 - Maintaining records and documents regarding all election hearings.
 - Attending the mandatory Election Meeting and providing an overview of the Grievance section of the AS Election Code
 - Communicating regularly with the AS Elections Coordinator and members of the Election Board during the elections period
 - Meeting with the AS Elections Coordinator and REP adviser to obtain the election results once the polls have closed
 - Reporting the election results, with the AS Elections Coordinator, to the AS Board of Directors for certification
- Ensure the transparent and efficient operations of the Elections Board by:
 - Educating the membership of the Elections Board on the hearing process, Election Code information, and the overall Elections process
 - Organizing, communicating, and chairing the meetings and hearing of grievances between candidates by the Elections Board

- Maintaining a non-biased position on all campaigns and candidates and being unaffiliated with any campaigns
- Communicating the outcomes of the Election Board hearings through the appropriate persons

Wage

This position will receive a \$300 stipend paid at the end of the position term.

Reportage

This position reports to the AS Board of Directors through the AS President, unless they are seeking election, in which case the position reports through the AS VP for Governmental Affairs.

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

The Associated Students is an Equal Opportunity Employer.

Revised October 29th 2015.