



Central Washington University **LEARN. DO. LIVE.**

## **Associated Students of CWU Board of Directors**

### **ASCWU Senate Speaker**

#### **About the Position:**

The ASCWU Senate Speaker serves as the chair and primary organizer of the Student Senate. The Senate Speaker is considered the liaison between the Student Senate and the ASCWU Board of Directors. The Senate Speaker also serves as a voting member on the ASCWU-BOD and brings issues, concerns, and legislation created by the Student Senate to the ASCWU-BOD.

#### **Term of the Position:**

The ASCWU Senate Speaker serves for one (1) year. The position terms begins the following business day after the last day of finals week and ends the Friday of finals week the following Spring Quarter. This position is not required to work over Winter and Spring break, but is highly encouraged to work over summer break. Some travel and work over weekends and after business hours (8-5pm) are required.

#### **Preferred Qualifications:**

- CWU on-campus leadership experience
- Some knowledge of how ASCWU is structured and organized
- Conflict management skills
- Strong organizational and time management skills
- Experience working on a team
- Experience facilitating and guiding discussions
- Ability to communicate professionally with professional staff, administrators, and other students
- Some ability to public speak

#### **Position Duties:**

- Chair, facilitate, and create agendas for official Senate meetings
- Speak for the Senate in ASCWU BOD meetings or meetings with faculty and staff
- Represent ASCWU and the Student Senate at Faculty Senate meetings
- Host regular working hours in the ASCWU Student Government Office in SURC 236 or on-campus
- Coordinate forums and other student outreach activities as needed
- Maintain communication with the Provost/Vice President for Academic and Student Life
- Maintain communication with the Faculty Senate Chair
- Maintain communication with the Associate Dean of Student Development and Achievement

**This position description is subject to change in accordance with ASCWU BOD Bylaws and constitution.  
CWU is an AA/EEO/Title IX Institution. For accommodation: [DS@CWU.edu](mailto:DS@CWU.edu)**



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- Collaborate with the ASCWU Vice President to assign students to committees and establish voting responsibilities to Senators by the second meeting of the academic year
- Work on initiatives put forward by the Student Senate, meeting with key officials to get initiatives passes and issues resolved
- Put forward initiatives to the Student Senate for eligible endorsement or denial
- Draft resolutions or letters of support on behalf of ASCWU and in conjunction with the Student Senate
- Speak on behalf of the Student Senate at ASCWU Public Meetings
- Aid in organization of special elections with the Elections Commission
- Establish and sit on Senate Sub-committees when necessary
- Meet with Senators outside of Senate meetings on a regular basis

### **Compensation:**

This position will be compensated for 19 hours a week at \$15 per hour (approximately twice per month).

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