



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

Associated Students of CWU Board of Directors

ASCWU Student Senate Senator

Position Description

About the Position:

The ASCWU Student Senate is comprised of 23 Student Senators who represent different academic colleges, departments, and organizations on-campus. Senators advocate for their respective areas in Student Senate meetings and bring up their areas concerns or ideas. Senators should have a strong interest in CWU's community and provide a unique perspective to the Student Senate and the university as a whole.

Term of the Position:

Following election by the ASCWU Board, senators will serve a term of office until the end of finals week Spring Quarter. Senators will be elected during Spring Quarter for the following academic year. If seats go unfilled, an election will be held the following Fall Quarter to fill the remaining seats for the academic year.

Employment Qualifications:

- Maintain a minimum credit load of six undergraduate credits.
- Maintain a minimum of a 2.00 cumulative grade point average
- Ability to complete the entire term of the position.
- 36 completed credit hours at CWU are required

Preferred Qualifications:

- Ability to work with diverse groups
- Some knowledge of how ASCWU is structured and organized
- Strong organizational and time management skills
- Ability to communicate professional
- Experience working on a team
- Some knowledge or experience of Robert's Rule of Order
- Some ability to public speak

Position Duties:

- Attend all Student Senate meetings
- Sit on up to three (3) ASCWU or University committees as assigned by the Senate Speaker and ASCWU Vice President. Minimum requirement to sit on one (1) ASCWU or University committees.
- Serve as an active participant in all Student Senate meetings; come prepared having read appropriate minutes/documents and bringing finished Committee/Equity and Services Council Organization from any assigned meetings since the last Student Senate meeting
- Inform the Student Senate on campus and committee activities and other relevant information



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- Submit necessary documents for presentation to the Student Senate, to the Senate Speaker no less than two (2) business days (M-F) prior to senate meetings
- Help coordinate events as designated by the Senate Speaker or the Vice Speaker
- Be accessible by direct and appropriate communication to meet with constituents from a Senators college or other organization as needed.
- Follow any other duties as assigned by the Senate Speaker, or Vice Speaker
- Confirm or deny nominated student members for the Vice Speaker position
- One senator meets with the Dean of respective colleges once a month

- One senator meets with the director of respective Disability Services/ Veterans Center/ International Students/ Athletics/ Sustainability/ESC once a month
- Student Senators are responsible for attending all assigned committee meetings within reason and developing a report and presenting it to the Student Senate on any items of interest and relevance that were presented

Compensation:

This position will be compensated as outlined by the ASCWU BOD.



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**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**