



Governing Documents

# **Personnel Manual**

# Table of Contents

<b>1</b>	<b>Human Resources</b>	<b>4</b>
1.1	Employment Eligibility . . . . .	4
1.2	ASWWU Positions . . . . .	4
1.3	Hiring Process . . . . .	4
1.3.1	Hiring Practices . . . . .	4
1.3.2	Cyclical Hiring . . . . .	5
1.3.3	Hires Throughout the Year . . . . .	5
1.3.4	Conflicts of Interest . . . . .	5
1.3.5	Personnel Committee Approval . . . . .	5
1.4	Absence Policy . . . . .	5
1.5	Performance Evaluations . . . . .	6
1.6	Transition Plan . . . . .	6
1.7	Anti-Harassment Policy . . . . .	7
1.7.2	Sexual Harassment Policy . . . . .	7
1.8	Discipline Procedure . . . . .	7
1.9	Amendments . . . . .	8
<b>2</b>	<b>Job Descriptions</b>	<b>9</b>
2.1	Employment Categories . . . . .	9
2.1.1	Full-Time Positions . . . . .	9
2.1.2	Ad Hoc Positions . . . . .	9
2.1.3	Contract Positions . . . . .	9
2.2	Executive Cabinet . . . . .	9
2.2.1	President . . . . .	9
2.2.2	Executive Vice President (EVP) . . . . .	10
2.2.3	Financial Vice President (FVP) . . . . .	12
2.2.4	Portland Vice President (PVP) . . . . .	13
2.2.5	Spiritual Vice President (SVP) . . . . .	13
2.2.6	Social Vice President (SoVP) . . . . .	14
2.2.7	Marketing Vice President . . . . .	15
2.2.8	Diversity and Wellness Officer . . . . .	16
2.2.9	Portland Financial Vice President (PFVP) . . . . .	17
2.2.10	Atlas Staff . . . . .	18
2.3	Executive Officers . . . . .	21
2.3.1	Administrative Assistant . . . . .	21
2.3.2	<i>The Collegian</i> Editor-in-Chief . . . . .	21
2.3.3	ASWWU Chief of Staff . . . . .	23
2.3.4	<i>Mask</i> Editor . . . . .	24
2.3.5	<i>Mountain Ash</i> Editor . . . . .	25
2.3.6	Head Photo Editor . . . . .	25
2.3.7	Videographer . . . . .	26
2.3.8	Human Resources Director . . . . .	27
2.3.9	Service Director . . . . .	28

2.4	Executive Staff . . . . .	28
2.4.1	<i>Collegian</i> Head Layout Editor . . . . .	28
2.4.2	<i>Collegian</i> Head Copy Editor . . . . .	29
2.4.3	<i>Collegian</i> Section Editor . . . . .	30
2.4.4	<i>Collegian</i> Layout Editor . . . . .	30
2.4.5	<i>Collegian</i> Copy Editor . . . . .	31
2.4.6	<i>Collegian</i> Distributor/Office Manager . . . . .	31
2.4.7	Systems Manager . . . . .	32
2.4.8	Webmaster . . . . .	33
2.4.9	Tread Shed Manager . . . . .	33
2.5	Legislative . . . . .	34
2.5.1	Senate Secretary . . . . .	34
2.5.2	Senator . . . . .	34
2.6	Judicial . . . . .	35
2.6.1	Parliamentarian/Chief Justice . . . . .	35
2.6.2	Justice . . . . .	36
3	Appendix C: Presidential Annual Report . . . . .	37

# 1 Title 1. Human Resources

## 1.1 Article I. Employment Eligibility

1.1.1 To hold an elected or non-elected position in the ASWWU, an individual must:

1.1.1.1 Be a student of Walla Walla University

1.1.1.2 Be enrolled for a minimum of six (6) credit hours, and

1.1.1.3 Have and maintain a GPA above 2.5 on a 4.0 scale.

1.1.1.4 Be a dues paying member of the ASWWU, and

1.1.1.5 Physically attend classed on a Walla Walla University campus.

1.1.2 If an individual elected to or employed by the ASWWU does not maintain his/her eligibility status or is put on citizenship probation, he/she will be asked to step down from his/her position.

1.1.3 Faculty and staff representatives on committees are volunteers and should be in good standing with Walla Walla University. If they are put on probation, they will be asked to step down.

1.1.4 Separate eligibility requirements for the elected executive officers (ASWWU President, EVP, Social VP and Spiritual VP) are found in the Elections Manual, Article IV, Section 4.

1.1.5 In special circumstances, an appeals process can be filed with the Chief Justice. In this case, the Chief Justice, the ASWWU President, the Senate Personnel Committee Chair, the Diversity and Wellness Officer, and the ASWWU Sponsor shall meet to discuss any exceptions made to the requirements in Title 1, Article 1, Section 1 and come to a decision with a 2/3 vote margin.

1.1.5.1 The Senate shall be notified of any appeals made under these circumstances

## 1.2 Article II. ASWWU Positions

1.2.1 All ASWWU Positions fall under one of three categories of employment: Full-Time Position, Ad Hoc Position, and Contract Position. These titles are defined in Title II, Article 1 of this document.

## 1.3 Article III. Hiring Process

### 1.3.1 Hiring Practices

The ASWWU hires non-elected staff members based on the persons ability to perform the duties listed in the respective job descriptions, to serve the ASWWU organization, and to represent the students of Walla Walla University. The hiring process to be used during employee selection is outlined below:

1.3.1.1 Announce job openings via multiple channels (options include Collegian, Marketing, Walla Walla Announcements, Senate emails and the ASWWU Website) at least two weeks before job applications are due.

1.3.1.2 Have applicants fill out the job application form available in Appendix A and submit a cover letter, resume, and references as attachments.

1.3.1.3 Applicants shall be interviewed by and at the discretion of the direct supervisor of the position. At the direct supervisors discretion, or at the request of the ASWWU President, two additional interviewers may attend the interview. All conclusions regarding each applicant should be documented in writing and submitted to the Executive team.

1.3.1.4 The interviewer(s) should discuss with the Hiring Committee (ASWWU President, ASWWU EVP, and the vice president or department head of the applicable position) to discuss their conclusions regarding each candidate.

1.3.1.5 The Hiring Committee should discuss the interviewers' conclusions and make a hiring decision based on ability, skill level, and the goals of the position.

1.3.1.5.1 When applicable, the Hiring Committees choice will be taken to the Senate for final approval.

1.3.1.6 The top two (2) candidates may undergo a second interview by the Hiring Committee if necessary.

1.3.1.7 The Financial Vice President, Marketing Vice President, and Atlas Manager shall be hired in accordance with Title 2, Article 1, Sections 7.1, 7.2 and 7.3, respectively, of the ASWWU Bylaws.

1.3.1.8 Deviations from the Hiring Process may be followed with approval from the Hiring Committee and must be announced to the ASWWU Senate in the next regular Senate meeting following the decision to deviate from the process.

1.3.1.8.1 Deviations in hiring protocol should be clarified to Senate, explaining which subsections of Section 1, Hiring Practices were not followed and, in compliance with FERPA, giving information on the reasoning behind those deviations.

## 1.3.2 Cyclical Hiring

To bring structure and inclusivity to the hiring process, each incoming ASWWU Administration is to follow the hiring process outlined below. The incoming ASWWU Administration is required to follow this procedure to hire a head for each department, and at least 75% of each department's team by the end of spring quarter of their campaign year.

1.3.2.1 Announce job openings via multiple channels during the last three weeks of winter quarter.

1.3.2.2 Accept applications for Department Head positions during the first two weeks of spring quarter

1.3.2.3 Interview and hire each Department Head during the third and fourth week of spring quarter.

1.3.2.4 Advertise for, and accept employee applications for each department from the first week until the end of the sixth week of spring quarter.

1.3.2.5 Interview and hire employees during the seventh and eighth week of spring quarter

1.3.2.6 Hiring for the positions of Financial Vice President, Marketing Vice President, and Atlas Manager is not subject to this process (see Section 1.7).

1.3.2.7 Deviations from this process may be made with the approval of the Hiring Committee as defined in Section 1.4.

## 1.3.3 Hires Throughout the Year

Employees may be hired at other times of the year according to the process outlined in Section 1: Hiring Practices.

## 1.3.4 Conflicts of Interest

To help ensure objectivity in the process, if a member of the Hiring Committee or an interviewer is a relative or friend of an applicant, he/she should be removed from the hiring process regarding that position. An objective replacement may be sought to temporarily fill the role.

## 1.3.5 Personnel Committee Approval

The administration must complete the Personnel Committee Hiring Process Checklist and submit it to the Personnel Committee Chair to accompany all personnel legislation.

## 1.4 Article IV. Absence Policy

1.4.1 ASWWU Executive officers and staff are responsible for maintaining regular office/work hours and for attending all required meetings/events. Excessive absenteeism (more than three [3] during the course of the quarter) is grounds for disciplinary action, up to and including termination of employment.

**1.4.2** ASWWU Senators must comply with the attendance policy stipulated in Article III, Section 1 of the ASWWU Senate Procedural Rules.

**1.4.3** In the case of an emergency absence of a cabinet-level employee, with the exception of the Executive Vice President, the ASWWU President shall appoint a temporary replacement to that position. In the case of subcabinet employees vacating their positions for emergency reasons, their immediate supervisor shall appoint a temporary replacement. This temporary replacement may occupy the vacant position for a term of no longer than five (5) weeks.

## **1.5 Article V. Performance Evaluations**

**1.5.1** During the winter quarter, the performance of all ASWWU executive staff, elected positions, and non-elected positions will be evaluated. The evaluation process is outlined below:

### **1.5.1.1 Executive Positions:**

**1.5.1.1.1** Every executive position will anonymously evaluate those holding executive positions (including themselves) using the evaluation form available in Appendix B.

**1.5.1.1.2** The evaluations will be compiled and presented to the ASWWU President.

**1.5.1.1.3** Each executive position will privately meet with the ASWWU President to discuss their performance to date, go over the evaluations, and establish goals for the next quarter.

**1.5.1.1.4** Evaluations will be signed and filed in the employees' personnel files.

### **1.5.1.2 Senate Positions:**

**1.5.1.2.1** The ASWWU Executive Vice President will evaluate every senator and the parliamentarian using the evaluation form available in Appendix B.

**1.5.1.2.2** Every senator and the parliamentarian will anonymously evaluate the EVP using the evaluation form available in Appendix B.

**1.5.1.2.3** The EVP will meet privately with each senator and the parliamentarian to discuss performance to date, go over the evaluations, and establish goals for the next quarter.

### **1.5.1.3 Non-Elected Positions:**

**1.5.1.3.1** Supervisor will evaluate each of his/her supervisees using the evaluation form available in Appendix B.

**1.5.1.3.2** Every ASWWU employee will evaluate his/her personal work performance using the evaluation form available in Appendix B.

**1.5.1.3.3** Supervisors will privately meet with each employee to discuss his/her performance to date and establish goals for the next quarter.

**1.5.1.3.4** Evaluations will be signed and filed in the employees' personnel files.

## **1.6 Article VI. Transition Plan**

**1.6.1** Due to the nature of ASWWU's annual turnover, it is vital for employees to follow the transition plan outlined below:

**1.6.1.1** Maintain up-to-date written/digital documentation regarding job procedures, regular contacts, and other information.

**1.6.1.2** Keep all digital documents, correspondence, and planning materials on a computer directory specific to ASWWU. All non-digital documents should be filed in the ASWWU offices.

**1.6.1.3** Preceding the deadline for declaring candidacy, all elected officers are required to allocate a minimum of five (5) hours to recruit quality candidates for the elected position they hold. This may involve scheduled events, one-on-one meetings with interested parties, etc. to discuss the duties, expectations, and responsibilities of holding said office.

**1.6.1.4** During spring quarter, the incoming officers are required to spend twenty hours in orientation with the existing officers. Training during these twenty hours is to be documented and submitted to the ASWWU President if requested by the President. Orientation hours are meant to:

- 1.6.1.4.1 Provide incoming officers with a better understanding of their positions' responsibilities,
- 1.6.1.4.2 Orient the incoming officers to the locations of documentation and ASWWU procedures,
- 1.6.1.4.3 Introduce incoming officers to key university and community contacts, and
- 1.6.1.4.4 Exchange contact information.

## 1.7 Article VII. Anti-Harassment Policy

- 1.7.1 In line with Walla Walla University's Anti-Harassment Policy, the ASWWU seeks to maintain a workplace free of ethnic, racial, religious, or other discriminatory harassment. Physical harassment, slurs, and/or derogatory comments even in jest that refer to an individual's race, color, national origin, religion, sex, age, marital status, pregnancy, sexual orientation, handicap, veteran status, or any other classification are inappropriate, unlawful, and will not be tolerated by the ASWWU or by Walla Walla University. This Anti Harassment Policy applies to all ASWWU employees, vendors, contractors, and visitors. Violation of this policy is grounds for disciplinary action, up to and including termination of employment.

### 1.7.2 Sexual Harassment Policy

- 1.7.2.1 Sexual harassment, as defined by law, includes any and all unwelcome sexual advances, requests for sexual favors, or any verbal or physical conduct of a sexual nature. Sexual harassment occurs when:
- 1.7.2.1.1 Submission to advances is implicitly or explicitly a term or condition of employment.
  - 1.7.2.1.2 Submission or rejection of advances implicitly or explicitly affects employment decisions.
  - 1.7.2.1.3 Advances, requests, and/or conduct that interferes with another individual's work performance or creates a hostile/intimidating environment.
- 1.7.2.2 Examples of sexual harassment include:
- 1.7.2.2.1 Unwanted touching of another employee in an offensive manner.
  - 1.7.2.2.2 Implicit or explicit requests for sexual favors.
  - 1.7.2.2.3 Continued expression of sexual or social interest after being informed that it is unwelcome.
  - 1.7.2.2.4 Graphic or suggestive comments regarding an individual's dress or body.
  - 1.7.2.2.5 Verbal comments of a sexual nature.
  - 1.7.2.2.6 Degrading an individual through the use of sexual terms or labels.
  - 1.7.2.2.7 Displaying sexually offensive objects or pictures in the work environment.
  - 1.7.2.2.8 Making suggestive or insulting noises, obscene gestures, sexual innuendos, or jokes of a sexually specific nature.

- 1.7.3 The ASWWU will not tolerate sexual harassment or any gender-based conduct that disrupts, harasses, or interferes with employee work performance. Any employee who engages in such harassment is subject to disciplinary action, up to and including termination of employment.

- 1.7.4 If you are a victim of harassment, you can find support by contacting one of Walla Walla University's deans (Men: x2111; Women: x2531), a counselor at Counseling & Testing Services (x2147), or the Walla Walla University Church's Christian Counseling Center (x2310).

## 1.8 Article VIII. Discipline Procedure

- 1.8.1 If a member of the ASWWU staff, elected or non-elected, fails to perform the duties outlined for their respective job, the following disciplinary procedure may be followed:

### 1.8.1.1 Elected Positions (Executive):

- 1.8.1.1.1 Removal of elected positions is to be conducted in accordance with Article III, Section 5, or Article IV, Section 3, of the ASWWU Constitution.

1.8.1.1.2 When a removal occurs, the Judicial Branch will investigate the case to ensure that the proper procedures were followed.

1.8.1.1.3 If three (3) or more Senators believe that the ASWWU President is not addressing an issue, the Executive Vice President can be officially requested to follow the above procedure. Also, if the ASWWU President is not following the duties outlined for his/her position, the Executive Vice President may institute the disciplinary process toward the ASWWU President.

#### **1.8.1.2 Elected Positions (Legislative):**

1.8.1.2.1 If a Senator is absent for three (3) or more Senate meetings in a quarter, that Senator shall be brought before the Senate Executive Committee, who shall decide by a two-thirds vote whether or not the Senator will remain in his/her position.

1.8.1.2.2 Portland Campus Senators, if not physically present at Senate meetings, will be considered present if they are included through a conference call from the Portland Campus.

1.8.1.2.3 Attendance policies shall be in accordance with Article III, Section 1, of the ASWWU Senate Procedural Rules.

#### **1.8.1.3 Non-Elected Positions:**

1.8.1.3.1 The direct supervisor shall issue a verbal warning, directly identifying the issue and setting a time frame for improvement.

1.8.1.3.2 If the time frame is not met or the issue continues, the departmental vice president or the ASWWU President shall issue a written warning instructing specific improvement by a specific date.

1.8.1.3.3 Upon lack of improvement, employment will be terminated.

**1.8.2** If an individual violates the rules of conduct outlined by the ASWWU governing documents or by Walla Walla University, the ASWWU reserves the right to disregard the disciplinary process and proceed directly with impeachment or recall procedures for elected positions (outlined in Article III, Section 5, and Article IV, Section 3, of the ASWWU Constitution) or termination for non-elected positions.

## **1.9 Article IX. Amendments**

**1.9.1** The Personnel Manual may be amended by a two-thirds vote of the Senate.



## 2 Title 2. Job Descriptions

### 2.1 Article I. Employment Categories

#### 2.1.1 Full-Time Positions

2.1.1.1 Full-time positions must have job descriptions in the Personnel Manual.

#### 2.1.2 Ad Hoc Positions

2.1.2.1 Ad Hoc positions have no legislated job description in the Personnel Manual but must follow the ASWWU hiring process.

#### 2.1.3 Contract Positions

2.1.3.1 Contract positions are created for specific projects and are exempt from the ASWWU hiring process.

2.1.3.2 Employees in contract positions may work in no more than three (3) consecutive or nonconsecutive calendar weeks per contract within a quarter.

2.1.3.3 In the event that the project extends beyond the contract time period, the ASWWU administration may propose that the contract position transition to an Ad Hoc position. This transition is exempt from the ASWWU hiring process but must still be approved by Senate.

2.1.3.4 There may be no more than three (3) contract employees working concurrently at any time and only twelve (12) contracts per academic year. No individual may be the recipient of more than three (3) contracts per academic year.

2.1.3.5 The ASWWU administration shall send an official letter to the ASWWU Senate informing them of each contract by the next Senate meeting. This letter shall be recorded as an item in the Senate agenda.

2.1.3.6 A contract position may not be used to fill a vacated Ad Hoc position.

### 2.2 Article II. Executive Cabinet

#### 2.2.1 President

2.2.1.1 As the leader of the executive branch of ASWWU, this position is responsible for representing the needs and requests of the student body to Walla Walla University's administration, faculty, staff, and Board of Trustees. This position of service pursues changes that will improve the quality of student life on campus.

##### 2.2.1.2 Responsibilities

###### 2.2.1.2.1 Duties

2.2.1.2.1.1 Perform all presidential duties as outlined in the Bylaws and Constitution.

2.2.1.2.1.2 Shadow the current president during spring quarter of the previous year.

2.2.1.2.1.3 Outline the vision of the ASWWU administration.

2.2.1.2.1.4 Maintain and update the ASWWU five-year strategic plan.

2.2.1.2.1.5 Be heavily involved in the planning of the ASWWU CommUnity program each quarter.

2.2.1.2.1.6 Review Senate bills, signing those that, in his/her judgment, improve student life and are in agreement with the Constitution and Bylaws and vetoing those that don't.

2.2.1.2.1.7 Serve on the hiring committee and recruit and select incoming appointed officers and editors according to the hiring policy outlined in Title I, Article III. Appoint students to Walla Walla University committees requiring student representation within the first five (5) weeks of fall quarter.

2.2.1.2.1.8 Appoint students to Walla Walla University committees requiring student representation within the first five (5) weeks of fall quarter.

- 2.2.1.2.1.9 Construct Presidential Annual Report, a comprehensive summary of ASWWU's actions, accomplishments, and goals during their term of office. A physical and electronic copy will be delivered to the Alumni Center, Library archives, and Student Life. Refer to Appendix C for a listing of entities to be included.

#### **2.2.1.2.2 Organization**

- 2.2.1.2.2.1 Maintain up-to-date shared calendar.

- 2.2.1.2.2.2 Maintain regular office hours.

#### **2.2.1.2.3 Communication**

- 2.2.1.2.3.1 Conduct bimonthly meetings with cabinet members and officers.

- 2.2.1.2.3.2 Supervise the ASWWU executive officers, ensuring they perform their duties and meet the performance standards outlined in their respective job descriptions.

- 2.2.1.2.3.3 Chair weekly Cabinet meetings regarding current issues concerning the ASWWU.

- 2.2.1.2.3.4 Communicate biweekly with the Portland ASWWU President.

- 2.2.1.2.3.5 Communicate with the Walla Walla University President regularly.

- 2.2.1.2.3.6 Attend the Walla Walla University Board of Trustees meetings whenever possible.

- 2.2.1.2.3.7 Attend any other committees as per their discretion.

#### **2.2.1.2.4 Finance**

- 2.2.1.2.4.1 Meet with the incoming ASWWU President and Financial Vice President to develop a budget for the upcoming academic year by May 15.

- 2.2.1.2.4.2 Be accountable for the proper use of ASWWU funds.

- 2.2.1.2.4.3 Act as a signee for ASWWU purchases.

#### **2.2.1.3 Employees**

- 2.2.1.3.1 Hire an Executive Assistant to help with:

- 2.2.1.3.1.1 Agendas

- 2.2.1.3.1.2 Minutes

- 2.2.1.3.1.3 General administrative tasks

- 2.2.1.3.1.4 Communication including email and the office phone

- 2.2.1.3.1.5 Keeping the office clean and stocked

- 2.2.1.3.1.6 Assistance in planning events that the ASWWU President is responsible for

- 2.2.1.3.1.7 Assistance with other administrative tasks

#### **2.2.1.4 Basic knowledge**

- 2.2.1.4.1 Basic knowledge of the ASWWU governing documents.

- 2.2.1.4.2 Working knowledge of Robert's Rules of Order.

#### **2.2.1.5 Emergency Succession**

- 2.2.1.5.1 In the event that the President is impeached, removed from office, dies or resigns the EVP will assume the position of ASWWU President.

### **2.2.2 Executive Vice President (EVP)**

- 2.2.2.1 As a member of the executive branch of the ASWWU, this position is responsible for communicating the needs and requests of the student body to Walla Walla University's administration, faculty, and staff. This position of service pursues changes that will improve the quality of student life on campus.

#### **2.2.2.2 Responsibilities**

##### **2.2.2.2.1 Duties**

- 2.2.2.2.1.1 Sign all bills passed by Senate to verify authenticity and compliance with the ASWWU Constitution and Bylaws.

- 2.2.2.2.1.2 Assist Senate in solving problems that arise.

- 2.2.2.2.1.3 Serve as Election Board Chair, organizing and monitoring the election according to the procedures outlined in the Elections Manual.

- 2.2.2.2.1.4 Chair weekly Senate meetings in accordance with the Constitution and Bylaws.

2.2.2.2.1.5 Promote student involvement in Senate.

2.2.2.2.1.6 Require Senators to contact their constituents regularly and monitor contact via a reporting process.

2.2.2.2.1.7 In the event that the President is impeached, removed from office, dies or resigns the EVP will assume the position of ASWWU President.

2.2.2.2.1.8 Oversee that all Senate Committees are diligent about their responsibilities.

2.2.2.2.1.9 Monitor the ASWWU President's performance standards outlined in the job description.

2.2.2.2.1.10 Represent the ASWWU if the President is unable to perform their duties due to absence or illness.

2.2.2.2.1.11 In the event that the President is impeached, removed from office, dies or resigns the EVP will assume the position of ASWWU President.

#### **2.2.2.2.2 Organization**

2.2.2.2.2.1 Maintain regular office hours.

2.2.2.2.2.2 Maintain an up-to-date shared calendar.

#### **2.2.2.2.3 Communication**

2.2.2.2.3.1 Check with other Executive Officers on a weekly basis and assist them as needed.

2.2.2.2.3.2 Communicate with the Walla Walla University administration on a weekly basis.

2.2.2.2.3.3 Serve on the Walla Walla University Faculty Senate.

2.2.2.2.3.4 Attend any other committee as per his/her discretion or request by the President or Senate.

#### **2.2.2.2.4 Finance**

2.2.2.2.4.1 Monitor the Senate's budget, ensuring that it is kept on target.

2.2.2.2.4.2 Supervise Senators and Senate staff payroll.

2.2.2.2.4.3 Account for the expenses of Senators district allowances.

2.2.2.2.4.4 Act as a signee for ASWWU purchases.

#### **2.2.2.3 Employees**

2.2.2.3.1 Hire an assistant (AEVP) to help with:

2.2.2.3.1.1 Preparing for Senate

1. Keeping track of all Bills that are on the table

2. Preparing accurate PowerPoints

3. Contacting the Portland Senators

2.2.2.3.1.2 Communicating with Senators

2.2.2.3.1.3 Maintaining the ASWWU Digital Senate Archive

2.2.2.3.1.4 Helping Senate sessions run smoothly

2.2.2.3.1.5 Other miscellaneous duties

#### **2.2.2.3.2 Senate Secretary**

2.2.2.3.2.1 Take minutes during Senate meetings

2.2.2.3.2.2 Take minutes during other miscellaneous meetings as necessary

2.2.2.3.2.3 Share the minutes with the senators in a timely manner

2.2.2.3.2.4 Implementing any amendment to the minutes before they are approved by the senate

#### **2.2.2.4 Basic Knowledge**

2.2.2.4.1 In-depth knowledge of the ASWWU governing documents.

2.2.2.4.2 In-depth knowledge of Robert's Rules of Order.

#### **2.2.2.5 Pro-Tempore and Successions**

2.2.2.5.1 A pro-tempore will be nominated from the Senate body as outlined in the Senate Procedural Rules to maintain the responsibilities of the Executive Vice President in the event of the incumbent's temporary leave of absence; or to succeed him/her in the event that the EVP is impeached, removed from office, dies or resigns.

## 2.2.3 Financial Vice President (FVP)

2.2.3.1 As a member of the executive branch of the ASWWU, this position is responsible for maintaining the financial health of the ASWWU. This position of service pursues changes that will improve the quality of student life on campus.

### 2.2.3.2 Responsibilities

#### 2.2.3.2.1 Duties

2.2.3.2.1.1 Conduct annual budget workshop for incoming officers.

2.2.3.2.1.2 Workshop should include:

1. Departmental budget development process,
2. Proper spending procedures, and
3. Common financial issues faced during the year and possible solutions.

2.2.3.2.1.3 Meet regularly with the President to keep them up to date on ASWWU's financial matters.

2.2.3.2.1.4 Advise and monitor ASWWU Cabinet and department heads on financial matters.

2.2.3.2.1.5 Prepare weekly, quarterly, and yearly financial reports for ASWWU Cabinet members and department heads.

2.2.3.2.1.6 Hire all ASWWU employees and maintain hiring records.

2.2.3.2.1.7 Approve employee timecards every pay period.

2.2.3.2.1.8 Prepare monthly credit card statements for the WWU Accounting department.

2.2.3.2.1.9 Prepare checks and reimbursements.

2.2.3.2.1.10 Maintain financial records with Intuit QuickBooks.

2.2.3.2.1.11 Complete other duties as assigned or as necessary.

#### 2.2.3.2.2 Organization

2.2.3.2.2.1 Maintain regular office hours.

2.2.3.2.2.2 Maintain detailed record of income and expenses; make sure accounts balance at the end of each work session.

2.2.3.2.2.3 Maintain up-to-date shared calendar.

#### 2.2.3.2.3 Communication

2.2.3.2.3.1 Communicate with the ASWWU departments on a weekly basis, ensuring financial data is kept current.

2.2.3.2.3.2 Set up and maintain regular meetings with Walla Walla University's accounting department.

2.2.3.2.3.3 Address issues of departments exceeding their budget within three (3) business days of its occurrence.

#### 2.2.3.2.4 Finance

2.2.3.2.4.1 Monitor ASWWU's expenditures, including but not limited to:

1. Approving and recording reimbursements within five (5) work days of the request.
2. Approving, submitting, and recording all orders and invoices within five (5) work days of receipt.
3. Monitoring and recording use of petty cash, prize money, etc.
4. Acting as a signee for ASWWU purchases.
5. Meeting with the chairperson of Senate's Finance Committee regularly to review ASWWU purchases as stipulated in Title 3 of the ASWWU Bylaws.

2.2.3.2.4.2 Develop and monitor the ASWWU budget, including but not limited to:

1. Assisting Executive Officers in developing departmental budgets.
2. Approving and monitoring departmental budgets.
3. Maintaining accurate, up-to-date records of ASWWU expenditures that are accessible to all ASWWU members.
4. Prepare weekly financial reports for cabinet members. Reports should address:

- a. Budget year-to-date.
- b. Any concerns regarding budgets.

### 2.2.3.3 Employees

2.2.3.3.1 Hire an ASWWU Controller to assist with FVP duties. The Controller's job description is listed in the Executive Assistants Article this Title.

2.2.3.3.2 Directly oversee and meet regularly with the following department heads:

- 2.2.3.3.2.1 Atlas Manager
- 2.2.3.3.2.2 Global Service Director
- 2.2.3.3.2.3 Tread Shed Manager
- 2.2.3.3.2.4 Outdoors Head

### 2.2.3.4 Basic Knowledge

- 2.2.3.4.1 In-depth knowledge of the ASWWU governing documents.
- 2.2.3.4.2 Working knowledge of Robert's Rules of Order.

### 2.2.3.5 Technical Skills

- 2.2.3.5.1 Intermediate to advanced knowledge of Microsoft Excel.
- 2.2.3.5.2 Proficient with Microsoft Office Suite.
- 2.2.3.5.3 Proficiency in Intuit QuickBooks.
- 2.2.3.5.4 Completion of Principles of Accounting course series (ACCT 201-203) or equivalent.

## 2.2.4 Portland Vice President (PVP)

2.2.4.1 As a member of the executive branch of the ASWWU, this position is responsible for communicating Portland campus's needs and requests to the ASWWU's College Place constituents and leaders as well as planning and implementing programs on the Portland Campus. This position of service pursues changes that will improve the quality of student life on the Portland campus.

### 2.2.4.2 Responsibilities

#### 2.2.4.2.1 Duties

- 2.2.4.2.1.1 Coordinate monthly ASWWU meeting on the Portland campus.
- 2.2.4.2.1.2 Organize monthly social activities.

#### 2.2.4.2.2 Organization

- 2.2.4.2.2.1 Maintain regular office hours.

#### 2.2.4.2.3 Communication

- 2.2.4.2.3.1 Promote Portland ASWWU meetings and activities to students via multiple channels for one (1) week prior to the meeting or activity.
- 2.2.4.2.3.2 Advertise specific College Place campus events on the Portland campus.
- 2.2.4.2.3.3 Communicate with the ASWWU President on a weekly basis.

#### 2.2.4.2.4 Finance

- 2.2.4.2.4.1 Approve all Portland ASWWU expenditures in conjunction with Portland Advisor.
- 2.2.4.2.4.2 Work with the Financial Vice President to develop a budget for the year and to control costs.
- 2.2.4.2.4.3 Monitor expenditures to ensure that they are within the budget.
- 2.2.4.2.4.4 Submit receipts for expenditures to the School of Nursing office manager within five (5) working days of purchase.

### 2.2.4.3 Basic Knowledge

- 2.2.4.3.1 In-depth knowledge of the ASWWU governing documents.
- 2.2.4.3.2 Working knowledge of *Robert's Rules of Order*.

### 2.2.4.4 Technical Skills

- 2.2.4.4.1 Proficient with Microsoft Office Suite.

## 2.2.5 Spiritual Vice President (SVP)

2.2.5.1 As a member of the executive branch of the ASWWU, this position is responsible for developing and implementing programs that meet the spiritual needs of the student body. This position of service pursues changes that will improve the quality of student life on campus.

#### 2.2.5.2 Responsibilities

##### 2.2.5.2.1 Duties

2.2.5.2.1.1 Choose speakers for Student Week of Prayer, manage the schedule for the week, and assist with preparation as needed.

2.2.5.2.1.2 Organize afternoon retreat for Student Week of Prayer speakers.

2.2.5.2.1.3 Provide additional religious events, such as religious concerts, inspirational speakers, etc.

2.2.5.2.1.4 Maintain a good relationship with Campus Ministries.

2.2.5.2.1.5 Keep electronic records of events and planning.

##### 2.2.5.2.2 Organization

2.2.5.2.2.1 Maintain regular office hours.

2.2.5.2.2.2 Maintain a campus-wide, up-to-date calendar on a service such as Basecamp or Outlook.

##### 2.2.5.2.3 Communication

2.2.5.2.3.1 Coordinate with Social Vice President as necessary.

2.2.5.2.3.2 Work with Marketing VP and The Collegian Editor-in-Chief to promote activities on campus and throughout the community.

2.2.5.2.3.3 Maintain periodical contact with Walla Walla University spiritual leaders, including but not limited to the:

1. Campus Chaplain,
2. University Church pastoral staff, and
3. Student ministry leaders (Heubach Worship, Berean Fellowship, Hispanic Ministries etc.).

##### 2.2.5.2.4 Finance

2.2.5.2.4.1 Work with the Financial Vice President to develop a budget for the year.

2.2.5.2.4.2 Monitor expenditures to ensure that they are within the budget.

2.2.5.2.4.3 Submit receipts for expenditures to the Financial Vice President within five (5) working days of purchase.

#### 2.2.5.3 Employees

2.2.5.3.1 Hire a sufficient number of team members in accordance with the hiring procedure outlined in Title I.

2.2.5.3.2 Hold regular team meetings.

2.2.5.3.3 Monitor team performance.

#### 2.2.5.4 Basic Knowledge

2.2.5.4.1 In-depth knowledge of the Seventh-day Adventist belief system.

2.2.5.4.2 General knowledge of the ASWWU governing documents.

### 2.2.6 Social Vice President (SoVP)

2.2.6.1 As a member of the executive branch of the ASWWU, this position is responsible for developing and implementing social programs for the student body. This position of service pursues changes that will improve the quality of student life on campus.

#### 2.2.6.2 Responsibilities

##### 2.2.6.2.1 Duties

2.2.6.2.1.1 Plan and implement ideas for the Barn Party, Spring Jam, Battle of the Bands, and Banquets(s).

2.2.6.2.1.2 Provide Review Week activities.

- 2.2.6.2.1.3 Invite various club presidents and university departments to collaborate with ASWWU Social on events and projects.

#### 2.2.6.2.2 Organization

- 2.2.6.2.2.1 Maintain regular office hours.  
2.2.6.2.2.2 Maintain a campus-wide, up-to-date calendar on a service such as Basecamp or Outlook.

#### 2.2.6.2.3 Communication

- 2.2.6.2.3.1 Work with Marketing VP and Collegian Editor-in-Chief to promote activities on campus and throughout the community.  
2.2.6.2.3.2 Maintain regular contact with Walla Walla University's Student Activities Director.

#### 2.2.6.2.4 Finance

- 2.2.6.2.4.1 Work with the Financial Vice President to develop a budget for the year.  
2.2.6.2.4.2 Verify timecards for departmental staff.  
2.2.6.2.4.3 Monitor expenditures to ensure that they are within the budget.  
2.2.6.2.4.4 Submit receipts for expenditures to the Financial Vice President within five (5) working days of purchase.

#### 2.2.6.3 Employees

- 2.2.6.3.1 Hire a sufficient number of team members in accordance with the hiring procedure outlined in Title 1.  
2.2.6.3.2 Hold regular team meetings.  
2.2.6.3.3 Monitor team performance.

#### 2.2.6.4 Knowledge

- 2.2.6.4.1 Basic knowledge of ASWWU's governing documents.  
2.2.6.4.2 Basic knowledge of *Robert's Rules of Order*.

### 2.2.7 Marketing Vice President

- 2.2.7.1 As a member of the executive branch of the ASWWU, this position is responsible for communicating the ASWWU's activities and mission to its members and ensuring the consistency and clarity of that communication. This position of service improves the quality of student life on campus.

#### 2.2.7.2 Responsibilities

##### 2.2.7.2.1 Duties

- 2.2.7.2.1.1 Advertise events via various media and communication channels.  
2.2.7.2.1.2 Oversee Marketing Department staff hiring, assignment delegations, and progress evaluations.  
2.2.7.2.1.3 Maintain knowledge of all ASWWU events and coordinate communication of those events to the ASWWU members.  
2.2.7.2.1.4 Represent the media department heads in ASWWU Cabinet.  
2.2.7.2.1.5 Approve media/advertising materials and programs in accordance with the standards of the ASWWU and the Vice President of Student Administration.  
2.2.7.2.1.6 Oversee the design, purchasing, and distribution of any campus-wide shirts and sweatshirts.  
2.2.7.2.1.7 Ensure that shirt/sweatshirt purchasing (as outlined above) is inclusive of the student body. Recommended 1

##### 2.2.7.2.2 Organization

- 2.2.7.2.2.1 Maintain up-to-date shared calendar.  
2.2.7.2.2.2 Check and correspond via email regularly.  
2.2.7.2.2.3 Maintain regular office hours.

##### 2.2.7.2.3 Communication

##### 2.2.7.2.3.1 Campus Relations

1. Communicate functions of the ASWWU to its members.



2. Facilitate creation and implementation of the following forms of mass communication:

- a. Posters
- b. Website(s)
- c. Community Center Announcements
- d. Outgoing ASWWU Mass Email
- e. Collegian Ads
- f. Videos
- g. CommUnity PowerPoints
- h. CommUnity Announcements
- i. ASWWU Social Media Pages
- j. Text Messages

**2.2.7.2.3.2 Internal Relations**

- 1. Work with designers to complete special design projects (e.g., recycling campaign, Tread Shed bike signs, etc.).
- 2. Liaison between cabinet members and external campus leaders by
  - a. Attending weekly cabinet and officer meetings.
  - b. Coordinating schedule and event details.
  - c. Communicating with Collegian, AGA, OPS, Village Life, MES/University Relations staff and various other campus organizations.

**2.2.7.2.4 Finance**

- 2.2.7.2.4.1 Monitor Marketing Department expenditures to ensure they are within budget.
- 2.2.7.2.4.2 Process invoices from ASWWU contract employees.

**2.2.7.3 Employees**

- 2.2.7.3.1 Hire a Marketing team consisting of Assistants and Designers to assist with marketing responsibilities.
- 2.2.7.3.2 Hold regular Marketing team meetings.
- 2.2.7.3.3 Monitor team performance.
- 2.2.7.3.4 Directly oversee and meet regularly with the following department heads:
  - 2.2.7.3.4.1 Mountain Ash Editor
  - 2.2.7.3.4.2 Webmaster
  - 2.2.7.3.4.3 Photo Head
  - 2.2.7.3.4.4 Video Director

**2.2.7.4 Knowledge**

- 2.2.7.4.1 Basic knowledge of the ASWWU governing documents.
- 2.2.7.4.2 Basic understanding of Robert's Rules of Order.
- 2.2.7.4.3 Recommended design and marketing experience.\*

**2.2.7.5 Recommended Technical Skills**

- 2.2.7.5.1 Microsoft Office Suite.
- 2.2.7.5.2 Typo3.
- 2.2.7.5.3 Adobe InDesign.\*
- 2.2.7.5.4 Adobe Photoshop.\*

## 2.2.8 Diversity and Wellness Officer

- 2.2.8.1 As a member of the executive branch of ASWWU, this position is responsible for communicating various perspectives of the student body to the ASWWU Cabinet, Walla Walla University's administration, and Diversity, Equity, and Inclusion (DEI) committees. This position of service pursues changes that will improve the quality of student life on campus.

**2.2.8.2 Responsibilities**



**2.2.8.2.1 Duties**

- 2.2.8.2.1.1 Create and chair a monthly ASWWU Diversity and Inclusion Committee in accordance to the Bylaws
- 2.2.8.2.1.2 Attend monthly WWU Diversity and Inclusion Council meetings.
- 2.2.8.2.1.3 Attend monthly Donald Blake Center Council meetings.
- 2.2.8.2.1.4 Attend weekly Haven meetings (also strongly encouraged attendance of University Pride weekly meetings).
- 2.2.8.2.1.5 Monitor that ASWWU events are being well received and inclusive of the student body.
- 2.2.8.2.1.6 Promote wellness and cultural events put on by other organizations and clubs on campus.
- 2.2.8.2.1.7 Coordinate collaborative educational opportunities for the student body (such as with the Donald Blake Center or Student Health and Wellness).

**2.2.8.2.2 Organization**

- 2.2.8.2.2.1 Maintain regular office hours.
- 2.2.8.2.2.2 Maintain an up-to-date shared calendar.

**2.2.8.2.3 Communication**

- 2.2.8.2.3.1 Meet with the Social VP, the Spiritual VP, and other department heads as necessary at the beginning of each quarter to review their respective planned events for that quarter.
- 2.2.8.2.3.2 Communicate with the ASWWU President on a biweekly basis.
- 2.2.8.2.3.3 Attend weekly Cabinet meetings.
- 2.2.8.2.3.4 Work with Marketing VP and Collegian Editor-in-Chief to promote collaborative events between ASWWU and other campus organizations.
- 2.2.8.2.3.5 Communicate with the various councils and committees as needed.

**2.2.8.2.4 Finance**

- 2.2.8.2.4.1 Work with Financial VP to develop a budget for the year.
- 2.2.8.2.4.2 Monitor expenditures to ensure that they are within the budget.
- 2.2.8.2.4.3 Submit receipts for expenditures to ensure that they are within the budget.

**2.2.8.2.5 Knowledge**

- 2.2.8.2.5.1 Basic knowledge of ASWWU's governing documents.
- 2.2.8.2.5.2 Awareness and involvement with various student groups on campus.

**2.2.9 Portland Financial Vice President (PFVP)**

- 2.2.9.1 As a member of the executive branch of the ASWWU, this position is responsible for maintaining the financial health of the Portland branch of the ASWWU. This position of service pursues changes that will improve the quality of student life on the Portland campus.

**2.2.9.2 Responsibilities****2.2.9.2.1 Duties**

- 2.2.9.2.1.1 Conduct annual budget planning for incoming Portland officers.
- 2.2.9.2.1.2 Planning should include:
  1. Departmental budget development process.
  2. Proper spending procedures.
  3. Common financial issues faced during the year and possible solutions.

**2.2.9.2.2 Organization**

- 2.2.9.2.2.1 Maintain regular office hours.
- 2.2.9.2.2.2 Maintain detailed record of income and expenses; make sure accounts balance at the end of each work session.

**2.2.9.2.3 People**

- 2.2.9.2.3.1 Advise the Portland ASWWU officers on financial matters.

**2.2.9.2.4 Communication**

- 2.2.9.2.4.1 Communicate with Portland's ASWWU officers on a regular basis, ensuring financial data is kept current.
- 2.2.9.2.4.2 Set up and maintain monthly meetings with ASWWU's Financial Vice President at the College Place campus.
- 2.2.9.2.4.3 Address issues of officers exceeding their budget within three (3) business days of the occurrence.

#### **2.2.9.2.5 Finance**

- 2.2.9.2.5.1 Monitor Portland's ASWWU expenditures, including but not limited to:
  1. Approve and record reimbursements within five (5) work days of request.
  2. Approve, submit, and record all orders and invoices within five (5) work days of receipt.
  3. Monitor and record use of petty cash, prize money, etc.
  4. Act as a signee for Portland's ASWWU purchases.
- 2.2.9.2.5.2 Develop and monitor Portland's ASWWU budget, including but not limited to:
  1. Assist officers in developing the budget.
  2. Maintain accurate, up-to-date records of Portland's ASWWU expenditures that are accessible to all ASWWU members.
  3. Prepare monthly financial reports to the Financial Vice President at the College Place campus. Reports should address:
    - a. Budget year-to-date.
    - b. Any concerns regarding budget.

#### **2.2.9.3 Basic Knowledge**

- 2.2.9.3.1 In-depth knowledge of the ASWWU governing documents.
- 2.2.9.3.2 Working knowledge of Robert's Rules of Order.

#### **2.2.9.4 Technical Skills**

- 2.2.9.4.1 Working knowledge of Microsoft Excel.
- 2.2.9.4.2 Proficient with Microsoft Office Suite.
- 2.2.9.4.3 Accounting proficiency.

## **2.2.10 Atlas Staff**

### **2.2.10.1 General**

#### **2.2.10.1.1 Basic Requirements**

- 2.2.10.1.1.1 Knowledge of office operations and equipment.
- 2.2.10.1.1.2 Proficient with Microsoft Office Suite.
- 2.2.10.1.1.3 Food worker card.

#### **2.2.10.1.2 Employment**

- 2.2.10.1.2.1 Shifts will last from two to four (2-4) hours in duration, not exceeding two (2) shifts per day.
- 2.2.10.1.2.2 An employee may work a maximum of sixteen (16) hours per week (or a lesser amount if total student employment would exceed standards accepted by WWU for an enrolled full/part-time student). Please see the WWU student handbook for details.

### **2.2.10.2 Atlas Manager**

- 2.2.10.2.1 The Atlas Manager is responsible for supervising activity within the Atlas, managing regular operations, communicating regular updates to the ASWWU Cabinet, and creating both short- and long-term strategic plans for The Atlas.
- 2.2.10.2.2 The Atlas Manager will be appointed after an application and interview process. It is strongly recommended that the Atlas Manager be selected from applicants who have at least one (1) school year experience as an Atlas Assistant Manager or Atlas Barista.

#### **2.2.10.2.3 Responsibilities**

##### **2.2.10.2.3.1 Duties**

1. Operate Atlas daily business.
2. Oversee student employees, facilities management, inventory status, and other duties not listed herein.
3. Select and propose candidates for employment at The Atlas to the ASWWU administration.
4. Maintain financial records of daily transactions, weekly revenues, monthly budgets, etc.
5. Work with Social Vice President and/or Student Activities Director to assist with social activities in The Atlas.

#### 2.2.10.2.3.2 Organization

1. Set normal operating hours based on services rendered. Hours of operation are contingent upon review by ASWWU administration and approval by WWU Administration.
2. Maintain an event calendar on as.wallawalla.edu.
3. Manage scheduling for third-party events (on-campus clubs, open mic nights, post-fireside, etc.).
4. Delegate management tasks during day-to-day operation to cover Atlas manager's absence caused by classes, club trips, and/or other academic conflicts.

#### 2.2.10.2.3.3 Communication

1. Provide reports to the President and FVP on a weekly/monthly basis (reports to be determined).
2. Work with the FVP (or Controller) for supply ordering and payroll.
3. Coordinate with the Marketing Vice President to develop promotional materials to advertise events and products.

#### 2.2.10.2.3.4 Finance

1. Work with the Financial Vice President to establish a working budget.
2. Monitor expenditures to ensure that they are within the budget.
3. Submit receipts for expenditures to the FVP within five (5) business days of purchase.
4. Obtain clearance for all expenditures greater than \$500 (including regularly scheduled inventory purchases) and for all capital expenditures regardless of value.

#### 2.2.10.2.3.5 Education

1. Successful completion of a management class (concurrent enrollment does not fulfill this requirement).
2. Successful completion of a basic accounting series (concurrent enrollment does not fulfill this requirement).

### 2.2.10.3 Atlas Assistant Manager

2.2.10.3.1 The Atlas Manager has the ability to hire (an) assistant manager(s).

#### 2.2.10.3.2 Responsibilities

##### 2.2.10.3.2.1 Duties

1. Operate Atlas daily business.
2. Maintain a clean environment conducive to studying and enjoyable student visits.
3. Oversee customer satisfaction, facilities management, basic cleaning and maintenance, opening for business, closing at the end of the day, and other duties not listed herein.
4. Prepare and balance the till at the start and end of each shift.
5. Assist during social activities hosted at The Atlas.
6. Monitor multimedia use in accordance within the guidelines and limits of Walla Walla University.

##### 2.2.10.3.2.2 Organization

1. Maintain normal operating hours.
2. Maintain an event calendar on as.wallawalla.edu.
3. Assist in scheduling for third-party events.

#### 2.2.10.3.2.3 People

1. Work with the Atlas Manager on inventory, scheduling, purchasing, and longterm planning.

#### 2.2.10.3.2.4 Communication

1. Update reports used to communicate with the President and FVP on a daily basis (reports to be determined).
2. Ensure customer satisfaction by taking a proactive role with customers.

#### 2.2.10.3.2.5 Finance

1. Monitor expenditures to ensure that they are within the budget.
2. Submit receipts for expenditures to the FVP within five (5) work days of purchase.

#### 2.2.10.3.2.6 Education

1. Concurrent enrollment or successful completion of a management class is recommended.
2. Concurrent enrollment or successful completion of a basic accounting series is recommended.

### 2.2.10.4 Atlas Barista

2.2.10.4.1 This position is responsible for maintaining The Atlas by making drinks and keeping The Atlas running smoothly. This position also requires a high level of professionalism and friendliness. This position of service improves the quality of student life on campus. A number of students will be employed as Atlas Baristas, the number to be determined at the discretion of ASWWU administration in conjunction with the Atlas Manager

#### 2.2.10.4.2 Responsibilities

##### 2.2.10.4.2.1 Duties

1. Operate Atlas daily business.
2. Fulfill and execute all procedures laid out by Atlas Manager and quality control specialist.
3. Maintain a clean environment conducive to studying and enjoyable student visits.
4. Oversee customer satisfaction, facilities management, basic cleaning and maintenance, opening for business, closing at the end of the day, and other duties not listed herein.
5. Assist during social activities hosted at The Atlas.
6. Monitor multimedia use in accordance within the guidelines and limits of Walla Walla University.
7. At times responsible for aiding in the development of new/seasonal drinks.

##### 2.2.10.4.2.2 People

1. Work with the Atlas Manager on inventory and scheduling.
2. Maintain scheduled work hours.
3. Attend weekly barista meetings.
4. Work with other baristas.

##### 2.2.10.4.2.3 Communication

1. Ensure customer satisfaction by taking a proactive role with customers.

##### 2.2.10.4.2.4 Finance

1. Each barista is responsible for maintaining an accurate till. The employee may be held personally responsible for missing funds.
2. Prepare the till before each shift.
3. Tally and report till balance at the end of each shift.

#### 2.2.10.4.3 Technical Skills

2.2.10.4.3.1 Must obtain a food worker card.

2.2.10.4.3.2 Prior barista experience highly recommended but not required (can be trained in).

## 2.3 Article III. Executive Officers

### 2.3.1 Administrative Assistant

2.3.1.1 As an assistant to a leader of the executive branch of the ASWWU, this position is responsible for assisting the members of the cabinet represent the needs and requests of the student body to Walla Walla University's administration, faculty, and staff.

#### 2.3.1.2 Responsibilities

##### 2.3.1.2.1 Duties

2.3.1.2.1.1 Perform tasks as assigned by (a) supervising cabinet member(s).

##### 2.3.1.2.2 Organization

2.3.1.2.2.1 Maintain regular office hours.

2.3.1.2.2.2 Clean office and file papers in appropriate locations.

2.3.1.2.2.3 Maintain up-to-date shared calendar.

##### 2.3.1.2.3 People

2.3.1.2.3.1 Listen to the concerns of students and communicate them to the President and other Executive Officers as appropriate.

##### 2.3.1.2.4 Communication

2.3.1.2.4.1 Meet weekly with the supervising cabinet member(s) to discuss their schedule(s), determine needs, and develop a to-do list.

2.3.1.2.4.2 Monitor department activity and progress.

##### 2.3.1.2.5 Finance

2.3.1.2.5.1 Purchase office supplies as requested.

2.3.1.2.5.2 Monitor expenditures to ensure that they are within the budget.

2.3.1.2.5.3 Submit receipts for expenditures to the Financial Vice President within five (5) work days of purchase.

#### 2.3.1.3 Basic Knowledge

2.3.1.3.1 Basic knowledge of ASWWU's governing documents.

2.3.1.3.2 Knowledge of basic office operations and equipment.

#### 2.3.1.4 Technical Skills

2.3.1.4.1 Proficient with Microsoft Office Suite.

### 2.3.2 The Collegian Editor-in-Chief

2.3.2.1 This position is responsible for producing a quality student paper that represents Walla Walla University's student body and upholds the standards of Walla Walla University. This position of service pursues changes that will improve the quality of student life on campus.

#### 2.3.2.2 Responsibilities

##### 2.3.2.2.1 Duties

2.3.2.2.1.1 Plan, organize, publish, and ensure the distribution of *The Collegian* on a weekly basis (no fewer than 26 per school year).

1. Work with Head Layout Editor to develop an encompassing theme and design for *The Collegian*.

2. Develop a weekly production timeline.

3. Assist staff in acquiring articles and material for each section.

4. Stay in contact with the Portland campus librarian, academic departments, and the administration on a weekly basis to gather campus news.

5. Ensure that *The Collegian* is distributed at both the College Place and Portland campuses.
6. Ensure the E.L. Mabley Archives is given two (2) copies of each *Collegian* issue, both in physical and electronic formats.
7. Bind two (2) copies of the full volume of *The Collegian* in order to preserve and maintain the ASWWU Archives.
8. Bind the year's volume of *The Collegian* and distribute a copy to each staff member.

2.3.2.2.1.2 Adhere to the Society of Professional Journalists Code of Ethics.

2.3.2.2.1.3 Provide a professional, engaging, and constructive work environment.

2.3.2.2.1.4 Conduct a weekly editorial board meeting that includes a WWU staff member to approve content.

2.3.2.2.1.5 Lead out during *Collegian* night.

#### **2.3.2.2.2 Organization**

2.3.2.2.2.1 Maintain up-to-date shared calendar.

2.3.2.2.2.2 Maintain regular office hours.

2.3.2.2.2.3 Revise and maintain *The Collegian's* contributing writer policy.

#### **2.3.2.2.3 Communication**

2.3.2.2.3.1 Internal Relations

1. Coordinate with the ASWWU Marketing Vice President and other media department heads regarding equipment requests.
2. Meet with Marketing Vice President to discuss advertising rates, dimensions, and packages.
3. Work with Financial Vice President to develop a budget for the upcoming year.
4. Hold weekly staff meetings to discuss progress, address issues, and determine goals.
5. Communicate progress and issues to the ASWWU Marketing Vice President and the Media Board on a weekly basis.
6. Consult with the *Collegian* advisor and ASWWU President on a weekly basis.
7. Conduct quarterly reviews of section editors and give feedback that will foster improvement.

2.3.2.2.3.2 External Relations

1. Work with the *Collegian* publisher in a timely, responsible, and professional manner.
2. Establish and have monthly meetings with a faculty or community member that works in the design/publication field

#### **2.3.2.2.4 Finance**

2.3.2.2.4.1 Monitor expenditures to ensure that they are within *The Collegian's* budget.

2.3.2.2.4.2 Submit receipts for expenditures to the Financial Vice President within five (5) work days of purchase.

2.3.2.2.4.3 Verify timecards for *Collegian* staff.

2.3.2.2.4.4 Calculate each contributing writer's word count and verify that they get paid.

#### **2.3.2.3 Employees**

2.3.2.3.1 Hire a team to take on the following responsibilities:

2.3.2.3.1.1 Assistant Editor

1. Maintain a weekly calendar
2. Write when called upon
3. Check in with staff members
4. Take on miscellaneous projects
5. Engage in Editorial Board

6. Be involved during *Collegian* night

#### 2.3.2.3.1.2 Head Layout Editor

1. Develop overall theme for *The Collegian*
2. Create a high quality and relevant cover each week
3. Supervise layout editors

#### 2.3.2.3.1.3 Head Copy Editor

1. Use the PA Manual of style as a guide to create standards for headlines, abbreviations, etc.
2. Supervise and assign articles to copy editors for proofreading.
3. Read and sign off on each page of *The Collegian* before it is ready to print.

### 2.3.2.4 Basic Knowledge

2.3.2.4.1 Basic knowledge of ASWWU's governing documents.

2.3.2.4.2 Understand the principles of journalism.

### 2.3.2.5 Technical Skills

2.3.2.5.1 Adobe InDesign.\*

2.3.2.5.2 Adobe Photoshop.\*

2.3.2.5.3 Mac OS.

2.3.2.5.4 Microsoft Windows.

2.3.2.5.5 Proficient with Microsoft Office Suite.

## 2.3.3 ASWWU Chief of Staff

2.3.3.1 This position is responsible for taking minutes at ASWWU meetings and working with the Administrative Assistants to help ASWWU pursue changes that will improve student life on campus.

### 2.3.3.2 Responsibilities

#### 2.3.3.2.1 Duties

2.3.3.2.1.1 Obtain, sort, and deliver mail daily.

2.3.3.2.1.2 Schedule meetings and track attendance.

2.3.3.2.1.3 Take detailed, legible minutes at meetings including but not limited to:

1. Executive Cabinet meetings.
2. Media Board meetings.
3. Judiciary Hearings.

2.3.3.2.1.4 Transcribe, print, and hole punch meeting minutes, agendas, and other documents as directed by the President at each ASWWU Executive meeting.

2.3.3.2.1.5 Work on special projects as assigned by the ASWWU President.

2.3.3.2.1.6 Support the different ASWWU departments by providing additional secretarial work.

#### 2.3.3.2.2 Organization

2.3.3.2.2.1 Maintain regular office hours.

2.3.3.2.2.2 Clean ASWWU's main office and file papers in appropriate locations.

2.3.3.2.2.3 Maintain a campus-wide, up-to-date calendar.

#### 2.3.3.2.3 Communication

2.3.3.2.3.1 Contact committee members when a meeting is canceled or changed.

2.3.3.2.3.2 Listen to the concerns of students and communicate them to the President and other Executive Officers as appropriate.

#### 2.3.3.2.4 Basic Knowledge

2.3.3.2.4.1 Basic knowledge of ASWWU's governing documents.

2.3.3.2.4.2 Knowledge of basic office operations and equipment.

#### 2.3.3.2.5 Technical Skills

2.3.3.2.5.1 Proficient with Microsoft Office Suite.

2.3.3.2.5.2 Proper minutes formatting.



## 2.3.4 Mask Editor

2.3.4.1 This position is responsible for producing the printed and online version of the Mask, representing Walla Walla University's student body, and upholding the standards of Walla Walla University.

### 2.3.4.2 Responsibilities

#### 2.3.4.2.1 Duties

2.3.4.2.1.1 Deliver a final proof of the Mask to Color Press or another printing facility by the end of the fifth week of fall quarter.

1. Facilitate a Portland campus photographer.
2. Coordinate with Walla Walla University's mail room to distribute Masks to faculty, staff, and Portland students.

2.3.4.2.1.2 Provide a complete, online mask within one (1) week of photo completion. The online Mask should include:

1. Advanced search options.
2. Mask archives.
3. Login capabilities.
4. Control over levels of access to personal information.
5. Comply with the Media Board Manual.

#### 2.3.4.2.2 Organization

- 2.3.4.2.2.1 Develop a production timeline.
- 2.3.4.2.2.2 Delegate tasks to Mask staff members.
- 2.3.4.2.2.3 Maintain regular office hours.
- 2.3.4.2.2.4 Maintain an up-to-date calendar.

#### 2.3.4.2.3 People

- 2.3.4.2.3.1 Nominate Mask staff to the ASWWU President.
- 2.3.4.2.3.2 Supervise Mask staff, ensuring diligence and quality work.
- 2.3.4.2.3.3 Evaluate staff performance on a quarterly.
- 2.3.4.2.3.4 Coordinate with the ASWWU Marketing Vice President, the *Mountain Ash* editor, *Collegian* editor, and the ASWWU Systems Manager regarding equipment requests.

#### 2.3.4.2.4 Communication

- 2.3.4.2.4.1 Meet with Marketing Vice President to discuss advertising rates, dimensions, and packages.
- 2.3.4.2.4.2 Hold weekly Mask staff meetings to discuss progress, address issues, and determine goals.
- 2.3.4.2.4.3 Communicate progress and issues to the ASWWU Marketing Vice President and the Media Board.
- 2.3.4.2.4.4 Coordinate with Student Administration regarding content approval.
- 2.3.4.2.4.5 Publicize Mask photo schedules and information deadlines to the public through multiple media two (2) weeks prior to deadline.

#### 2.3.4.2.5 Finance

- 2.3.4.2.5.1 Work with the Financial Vice President to develop a budget for the year.
- 2.3.4.2.5.2 Monitor expenditures to ensure that they are within the budget.
- 2.3.4.2.5.3 Submit receipts for expenditures to the Financial Vice President within five (5) work days of purchase.
- 2.3.4.2.5.4 Verify timecards for Mask staff.
- 2.3.4.2.5.5 Calculate and set price of Masks for purchase.

### 2.3.4.3 Basic Knowledge

- 2.3.4.3.1 Basic knowledge of ASWWU's governing documents.
- 2.3.4.3.2 Expertise in design principles.
- 2.3.4.3.3 Basic knowledge of computer coding.



#### 2.3.4.4 Technical Skills

- 2.3.4.4.1 Full knowledge of Adobe InDesign.
- 2.3.4.4.2 Full knowledge of Adobe Photoshop.
- 2.3.4.4.3 Full knowledge of Adobe Illustrator.

### 2.3.5 Mountain Ash Editor

- 2.3.5.1 This position is responsible for producing a quality yearbook that represents Walla Walla University's student body and upholds the standard of Walla Walla University.

#### 2.3.5.2 Responsibilities

##### 2.3.5.2.1 Duties

- 2.3.5.2.1.1 Plan, organize, publish, and distribute the Mountain Ash before finals week of spring quarter.
- 2.3.5.2.1.2 Comply with the Media Board Manual.
- 2.3.5.2.1.3 Ensure that steps are taken to represent the whole student body in the Mountain Ash.

##### 2.3.5.2.2 Organization

- 2.3.5.2.2.1 Develop a production timeline.
- 2.3.5.2.2.2 Delegate tasks to Mountain Ash staff members.
- 2.3.5.2.2.3 Maintain regular office hours.
- 2.3.5.2.2.4 Maintain up-to-date shared calendar.

##### 2.3.5.2.3 People

- 2.3.5.2.3.1 Nominate Mountain Ash staff to the ASWWU President.
- 2.3.5.2.3.2 Supervise Mountain Ash staff, ensuring diligence and quality work.
- 2.3.5.2.3.3 Evaluate staff performance on a quarterly basis.
- 2.3.5.2.3.4 Coordinate with the ASWWU Marketing Vice President, the Collegian editor, the Mask editor, and the ASWWU Systems Manager regarding equipment.

##### 2.3.5.2.4 Communication

- 2.3.5.2.4.1 Hold weekly Mountain Ash staff meetings to discuss progress, address issues, and determine goals.
- 2.3.5.2.4.2 Communicate progress and issues to the Marketing Vice President and the Media Board on a regular basis.
- 2.3.5.2.4.3 Establish a mentoring relationship and have monthly meetings with a faculty or community member that works in the design/publication field.

##### 2.3.5.2.5 Finance

- 2.3.5.2.5.1 Work with the Financial Vice President to develop a budget for the year.
- 2.3.5.2.5.2 Monitor expenditures to ensure that they are within the budget.
- 2.3.5.2.5.3 Submit receipts for expenditures to the Financial Vice President within five (5) work days of purchase.

#### 2.3.5.3 Basic Knowledge

- 2.3.5.3.1 Basic knowledge of ASWWU's governing documents.
- 2.3.5.3.2 Have expertise in design principles.

#### 2.3.5.4 Technical Skills

- 2.3.5.4.1 Full knowledge of Adobe InDesign.
- 2.3.5.4.2 Full knowledge of Adobe Photoshop.
- 2.3.5.4.3 Full knowledge of Adobe Illustrator.

### 2.3.6 Head Photo Editor

2.3.6.1 The primary responsibility of the Head Photo Editor is to ensure that images are selected and edited for use by the various ASWWU departments. In this role the Head Photo Editor's primary responsibility is to manage the photo department unless it is absolutely necessary to work as a photographer. This position of service pursues changes that will improve the quality of student life on campus.

#### 2.3.6.2 Responsibilities

##### 2.3.6.2.1 Duties

- 2.3.6.2.1.1 Ensure that events taking place on and off campus that feature the students of WWU are captured in photographic medium.
- 2.3.6.2.1.2 Disseminate images to students via the ASWWU publications and other digital media outlets.
- 2.3.6.2.1.3 Manage Photo Department staff by hiring, delegating assignments, and evaluating progress.
- 2.3.6.2.1.4 Conduct quarterly performance evaluations with each employee.
- 2.3.6.2.1.5 Work with Risk and Safety Management to ensure that image usage meets current legal requirements.
- 2.3.6.2.1.6 Check that all images used in publications meet print standards.

##### 2.3.6.2.2 Organization

- 2.3.6.2.2.1 Maintain up-to-date shared calendar.
- 2.3.6.2.2.2 Be accessible to ASWWU administration and publication staff.
- 2.3.6.2.2.3 Each week, sort event images into the appropriate network folder.

##### 2.3.6.2.3 Communication

- 2.3.6.2.3.1 Conduct weekly meetings with photographers.
- 2.3.6.2.3.2 Conduct quarterly reviews of photographers and give feedback with the intent of fostering individual improvement
- 2.3.6.2.3.3 Collaborate with the Collegian Editor-in-Chief to ensure that the papers weekly image needs are fulfilled.
- 2.3.6.2.3.4 Collaborate with the Mountain Ash Editor to ensure the production of high-quality images that provide a comprehensive perspective of campus life

##### 2.3.6.2.4 Finance

- 2.3.6.2.4.1 Monitor Photo Department expenditures to ensure they are within budget.
- 2.3.6.2.4.2 Purchase and maintain equipment as needed.

#### 2.3.6.3 Basic Knowledge

- 2.3.6.3.1 ASWWU governing documents.
- 2.3.6.3.2 Robert's Rules of Order.
- 2.3.6.3.3 Publications exposure.\*

#### 2.3.6.4 Technical Skills

- 2.3.6.4.1 Adobe Photoshop.
- 2.3.6.4.2 Proficient with Microsoft Office Suite.
- 2.3.6.4.3 Adobe Bridge.
- 2.3.6.4.4 Apple Aperture.
- 2.3.6.4.5 Familiar with all photo equipment.
- 2.3.6.4.6 Adobe Illustrator.\*

### 2.3.7 Videographer

2.3.7.1 The primary responsibility of the Videographer is to ensure that videos are shot and edited for use by the Marketing Department. In this role, the Videographer works to produce high-quality videos that reflect the vision and image of the ASWWU. This position of service pursues changes that will improve the quality of student life on campus.

#### 2.3.7.2 Responsibilities

**2.3.7.2.1 Duties**

2.3.7.2.1.1 Work with Marketing Vice President to clarify the purpose and develop the concept of videos.

2.3.7.2.1.2 Distribute projects among the videographers to ensure each video is produced in a timely fashion.

2.3.7.2.1.3 Film, edit, and deliver video to appropriate locations.

2.3.7.2.1.4 Keep the camera and equipment in good working order and arrange for maintenance when necessary.

2.3.7.2.1.5 Conduct quarterly performance evaluations with staff.

**2.3.7.2.2 Communication**

2.3.7.2.2.1 Collaborate with Marketing Vice President to receive assignments.

2.3.7.2.2.2 Conduct weekly meetings with event videographers.

2.3.7.2.2.3 Conduct quarterly reviews of event videographers give feedback with the purpose of fostering individual improvement.

**2.3.7.3 Basic Knowledge**

2.3.7.3.1 Video cameras.

2.3.7.3.2 DSLR cameras.

2.3.7.3.3 Video, image, audio formats.

2.3.7.3.4 Online video distribution methods.

**2.3.7.4 Technical Skills**

2.3.7.4.1 The ability to edit quickly in either Sony Vegas, Apple Final Cut Pro, or Adobe Premier Pro.

2.3.7.4.2 Experience with Adobe Photoshop.

2.3.7.4.3 The ability to use a DSLR in manual mode.

**2.3.8 Human Resources Director**

2.3.8.1 This position is responsible for serving ASWWU through up-to-date recordkeeping, efficient hiring and maintaining payroll as well as overseeing the overall wellbeing of ASWWU employees.

**2.3.8.2 Responsibilities****2.3.8.2.1 Duties****2.3.8.2.1.1 Recordkeeping**

1. Monitor, Edit and Distribute Department Manuals.
2. Review and Update Job Descriptions.
3. Listen, Document and help resolve Employee Complaints.
4. Record and Manage Employee Evaluations.
5. Collect and Keep President's Annual Report.

**2.3.8.2.1.2 Hiring**

1. Plan and coordinate ASWWU Job Fair.
2. Ensure worker eligibility by working with Student Employment Services
3. Enter new hires into Peoplesoft HR.
4. Ensure proper paperwork is complete by working with WWU Payroll department.
5. Collect employee GPA waivers.
6. Conduct Orientation to ASWWU for all new hires.

**2.3.8.2.1.3 Payroll**

1. Monitor employee timecards and correct timecard changes in coordination with department head.

**2.3.8.2.2 Communication**

2.3.8.2.2.1 Report directly to the ASWWU President.

2.3.8.2.2.2 Has dotted-line reporting to the ASWWU sponsor.

- 2.3.8.2.2.3 Maintain communication with department heads in order to ensure all parties are completing their duties as defined in their Job Description.

### 2.3.8.3 Basic Knowledge

- 2.3.8.3.1 Working knowledge of the ASWWU bylaws, particularly the Personnel Manual.
- 2.3.8.3.2 Have knowledge of harassment and discrimination, Title IX, hiring rules or potential issues and work with employees to avoid or resolve any issues.
- 2.3.8.3.3 Learn basic federal employment laws and have enough knowledge to answer questions when they arise.

## 2.3.9 Service Director

- 2.3.9.1 As an appointed member of ASWWU, this position is responsible for communicating various views of service of the student body to the ASWWU Cabinet, Walla Walla University's administration, and Center for Humanitarian Engagement (CHE). This position will pursue methods to implement service in all ASWWU's events. This position of service pursues changes that will improve the quality of student life on campus.

### 2.3.9.2 Responsibilities

#### 2.3.9.2.1 Duties

- 2.3.9.2.1.1 Attend CHE's weekly meeting and report the updates to ASWWU.
- 2.3.9.2.1.2 Attend ASWWU's weekly meeting and report the updates to CHE.
- 2.3.9.2.1.3 Look for opportunities to create service-oriented events for ASWWU.
- 2.3.9.2.1.4 Find ways to implement service in existing ASWWU events.
- 2.3.9.2.1.5 Coordinate one care weekend. Date and details will be provided by CHE.
- 2.3.9.2.1.6 Represent ASWWU at CHE events when possible.
- 2.3.9.2.1.7 Conduct polls to find what service opportunities the student body desires to see on campus.

#### 2.3.9.2.2 Organization

- 2.3.9.2.2.1 Maintain an up-to-date shared calendar between CHE, and ASWWU.

#### 2.3.9.2.3 Communication

- 2.3.9.2.3.1 Communicate with the ASWWU Financial VP every other week.
- 2.3.9.2.3.2 Attend weekly Cabinet meetings.
- 2.3.9.2.3.3 Conduct a meeting with the Student Missions Coordinator every other week.
- 2.3.9.2.3.4 Work with Marketing VP and Collegian Editor-in-Chief to promote collaborative events between ASWWU and CHE.

#### 2.3.9.2.4 Finance

- 2.3.9.2.4.1 Work with Financial VP to develop a budget for the year.
- 2.3.9.2.4.2 Monitor expenditures to ensure that they are within the budget.
- 2.3.9.2.4.3 Submit receipts for expenditures to the Financial VP within five (5) working days of purchase.

#### 2.3.9.2.5 Knowledge

- 2.3.9.2.5.1 Basic Knowledge of ASWWU's governing documents.
- 2.3.9.2.5.2 Awareness and involvement with various student groups on campus.

## 2.4 Article IV. Executive Staff

### 2.4.1 Collegian Head Layout Editor

- 2.4.1.1 This position is responsible for The Collegian's overall design, as well as managing all layout editors on staff. This position of service pursues changes that will improve the quality of student life on campus.

#### 2.4.1.2 Responsibilities

##### 2.4.1.2.1 Duties

2.4.1.2.1.1 Develop an encompassing theme and design for The Collegian in conjunction with the Editor-in-Chief.

2.4.1.2.1.2 Create a template and establish specific design standards (e.g., fonts, photo captions, picture sizes, etc.).

2.4.1.2.1.3 Supervise layout editors, ensuring diligence and quality work.

2.4.1.2.1.4 Assist the Editor-in-Chief in design hiring decisions.

2.4.1.2.1.5 Create a high-quality cover each week and work with Head Photo Editor as necessary to accomplish this goal.

2.4.1.2.1.6 Collaborate with layout editors to ensure ads are placed effectively in each issue.

2.4.1.2.1.7 Conduct quarterly performance evaluations with each layout editor.

#### **2.4.1.2.2 Organization**

2.4.1.2.2.1 Maintain up-to-date shared calendar.

2.4.1.2.2.2 Maintain an organized Collegian file server and archives.

2.4.1.2.2.3 Facilitate the creation and distribution of an internet version of The Collegian.

#### **2.4.1.2.3 Communication**

2.4.1.2.3.1 Conduct quarterly reviews of layout editors and give feedback that will foster improvement.

#### **2.4.1.3 Basic Knowledge**

2.4.1.3.1 Basic knowledge of the ASWWU governing documents.

#### **2.4.1.4 Technical Skills**

2.4.1.4.1 Adobe InDesign.

2.4.1.4.2 Adobe Photoshop.

2.4.1.4.3 Adobe Illustrator.\*

2.4.1.4.4 Mac OS.

2.4.1.4.5 Microsoft Windows.

2.4.1.4.6 Proficient with Microsoft Office Suite.

### **2.4.2 Collegian Head Copy Editor**

2.4.2.1 This position is responsible for establishing the grammatical standards used by The Collegian and ensuring that they are met. Additionally, this position supervises a team of copy editors.

#### **2.4.2.2 Responsibilities**

##### **2.4.2.2.1 Duties**

2.4.2.2.1.1 Use the Associated Press Stylebook as a guide and create standards for headlines, abbreviations, etc.

2.4.2.2.1.2 Work with the Editor-in-Chief to establish consistent submission deadlines for Section Editors.

2.4.2.2.1.3 Assign articles to copy editors for proofreading.

2.4.2.2.1.4 Supervise copy-editing process to ensure that articles are read by multiple copy editors before final edits.

2.4.2.2.1.5 Assist the Editor-in-Chief in copy editor hiring decisions.

2.4.2.2.1.6 Supervise copy editors, ensuring diligence and quality work.

2.4.2.2.1.7 Read and sign off on each page of The Collegian before it is sent to print.

2.4.2.2.1.8 Conduct quarterly performance evaluations with each copy editor.

##### **2.4.2.2.2 Organization**

2.4.2.2.2.1 Maintain up-to-date shared calendar.

2.4.2.2.2.2 Maintain regular office hours.

##### **2.4.2.2.3 Communication**

2.4.2.2.3.1 Conduct quarterly reviews of copy editors and give feedback that will foster improvement.

#### **2.4.2.3 Basic Knowledge**

2.4.2.3.1 Basic knowledge of the ASWWU governing documents.

2.4.2.3.2 Understand the principles of journalism.

#### 2.4.2.4 Technical Skills

2.4.2.4.1 Mac OS.

2.4.2.4.2 Microsoft Windows.

2.4.2.4.3 Proficient with Microsoft Office Suite.

### 2.4.3 Collegian Section Editor

2.4.3.1 These positions (i.e. News, Sports, Features, Opinion, Religion, etc.) are responsible for producing quality sections to be published weekly in The Collegian. This position of service pursues changes that will improve the quality of student life on campus.

#### 2.4.3.2 Responsibilities

##### 2.4.3.2.1 Duties

2.4.3.2.1.1 Plan section structure for weekly use.

2.4.3.2.1.2 Work with layout editor to establish a consistent style for pages.

2.4.3.2.1.3 Develop a production timeline for section weekly.

2.4.3.2.1.4 Adhere to the Society of Professional Journalists Code of Ethics.

2.4.3.2.1.5 Provide deadlines, focus, and scope of articles to staff writers.

2.4.3.2.1.6 Submit photo requests to the Head Photo Editor.

2.4.3.2.1.7 Notify Head Copy Editor of weekly content.

2.4.3.2.1.8 Make changes suggested by copy editors before final edits.

2.4.3.2.1.9 Clear any variations to the changes with copy editors.

2.4.3.2.1.10 Conduct quarterly performance evaluations with each staff writer.

##### 2.4.3.2.2 Organization

2.4.3.2.2.1 Maintain up-to-date shared calendar.

##### 2.4.3.2.3 Communication

2.4.3.2.3.1 Meet regularly with Editor-in-Chief to discuss content, progress, address issues, and determine goals.

2.4.3.2.3.2 Conduct quarterly reviews of staff writers and give feedback that will foster improvement.

#### 2.4.3.3 Basic Knowledge

2.4.3.3.1 Basic knowledge of ASWWU governing documents.

2.4.3.3.2 Understand the principles of journalism.

#### 2.4.3.4 Technical Skills

2.4.3.4.1 Mac OS.

2.4.3.4.2 Microsoft Windows.

2.4.3.4.3 Proficient with Microsoft Office Suite.

### 2.4.4 Collegian Layout Editor

2.4.4.1 This position is responsible for the layout and design of pages for The Collegian each week. This position of service pursues changes that will improve the quality of student life on campus.

#### 2.4.4.2 Responsibilities

##### 2.4.4.2.1 Duties

2.4.4.2.1.1 Complete assignments from Head Layout Editor and Editor-in-Chief.

2.4.4.2.1.2 Establish recurring structure throughout pages.

2.4.4.2.1.3 Follow design template and design standards established by the Head Layout Editor.

2.4.4.2.1.4 Collaborate with section editors to ensure pages have an appropriate amount of content.

2.4.4.2.1.5 Clear photo captions with Head Photo Editor.

##### 2.4.4.2.2 Organization

1259 2.4.4.2.2.1 Maintain up-to-date shared calendar.

1260 **2.4.4.2.3 Communication**

1261 2.4.4.2.3.1 Collaborate with Section Editors to ensure pages have an appropriate amount of content.

1262  
1263 2.4.4.2.3.2 Work with Head Photo Editor to receive photos for pages.

1264 **2.4.4.3 Basic Knowledge**

1265 2.4.4.3.1 Basic knowledge of the ASWWU governing documents.

1266 2.4.4.3.2 Understand the principles of design.

1267 **2.4.4.4 Technical Skills**

1268 2.4.4.4.1 Adobe InDesign.

1269 2.4.4.4.2 Adobe Photoshop.

1270 2.4.4.4.3 Adobe Illustrator.\*

1271 2.4.4.4.4 Mac OS.

1272 2.4.4.4.5 Microsoft Windows.

1273 2.4.4.4.6 Proficient with Microsoft Office Suite.

1274 **2.4.5 Collegian Copy Editor**

1275 2.4.5.1 This position is responsible for ensuring that the grammatical standards set forth by the Head  
1276 Copy Editor to be used by The Collegian are met. This position of service pursues changes that  
1277 will improve the quality of student life on campus.

1278 **2.4.5.2 Responsibilities**

1279 **2.4.5.2.1 Duties**

1280 2.4.5.2.1.1 Complete assignments from Head Copy Editor and Editor-in-Chief.

1281 **2.4.5.2.2 Organization**

1282 2.4.5.2.2.1 Maintain up-to-date shared calendar.

1283 **2.4.5.2.3 Communication**

1284 2.4.5.2.3.1 Collaborate with section editors to ensure they have an appropriate understanding of  
1285 grammatical standards.

1286 **2.4.5.3 Basic Knowledge**

1287 2.4.5.3.1 Basic knowledge of ASWWU governing documents.

1288 2.4.5.3.2 Understand the principles of journalism.

1289 **2.4.5.4 Technical Skills**

1290 2.4.5.4.1 Mac OS.

1291 2.4.5.4.2 Microsoft Windows.

1292 2.4.5.4.3 Proficient with Microsoft Office Suite.

1293 **2.4.6 Collegian Distributor/Office Manager**

1294 2.4.6.1 This position is responsible for the delivering The Collegian to frequently visited locations around  
1295 the WWU campus on a weekly basis. This position of service pursues changes that will improve  
1296 the quality of student life on campus.

1297 **2.4.6.2 Responsibilities**

1298 **2.4.6.2.1 Duties**

1299 2.4.6.2.1.1 Purchase food for the Collegian staff each Wednesday evening.

1300 2.4.6.2.1.2 Distribute The Collegian to strategic locations across campus.

1301 **2.4.6.2.2 Organization**

1302 2.4.6.2.2.1 Maintain up-to-date shared calendar.

1303 2.4.6.2.2.2 Maintain a list detailing how many copies of The Collegian are to be distributed to each  
1304 location.

1305 **2.4.6.2.3 Communication**



2.4.6.2.3.1 Meet with Editor-in-Chief to discuss distribution of The Collegian and the staffs food needs.

#### 2.4.6.2.4 Finance

2.4.6.2.4.1 Know budgets for staff maintenance and spend within that budget

2.4.6.2.4.2 Keep receipts and fill out a reimbursement form each week, with signatures from Editor-inChief and Financial Vice President.

#### 2.4.6.3 Basic Knowledge

2.4.6.3.1 Basic knowledge of the ASWWU governing documents.

#### 2.4.6.4 Technical Skills

2.4.6.4.1 Proficient with Microsoft Office Suite.

### 2.4.7 Systems Manager

2.4.7.1 As an appointed member of the ASWWU, this position is responsible for maintaining all electronic equipment related to the ASWWU and its departments.

#### 2.4.7.2 Responsibilities

##### 2.4.7.2.1 Duties

2.4.7.2.1.1 Create and manage user directories and files on client and server platforms.

2.4.7.2.1.2 Monitor, tune, diagnose, and resolve operating system problems on client platform.

2.4.7.2.1.3 Purchase hardware, software, and equipment in compliance with the ASWWU Bylaws.

2.4.7.2.1.4 Provide technical assistance to all ASWWU departments.

##### 2.4.7.2.2 Organization

2.4.7.2.2.1 Maintain regular office hours.

2.4.7.2.2.2 Maintain accurate asset management records and sufficient software licenses.

2.4.7.2.2.3 Archive and back up files weekly.

2.4.7.2.2.4 Maintain up-to-date shared calendar.

##### 2.4.7.2.3 Communication

2.4.7.2.3.1 Discuss equipment needs with the ASWWU Marketing Vice President and the editors of the *Mountain Ash*, *The Collegian*, and the *Mask*, and the managers of ASWWU Television.

##### 2.4.7.2.4 Finance

2.4.7.2.4.1 Research requested equipment purchases.

2.4.7.2.4.2 File all warranties in the main ASWWU office.

2.4.7.2.4.3 Work with the Financial Vice President to establish a working budget.

2.4.7.2.4.4 Monitor expenditures to ensure that they are within the budget.

2.4.7.2.4.5 Submit receipts for expenditures to the Financial Vice President within five (5) work days of purchase.

#### 2.4.7.3 Basic Knowledge

2.4.7.3.1 Basic knowledge of ASWWUs governing documents.

#### 2.4.7.4 Technical Skills

2.4.7.4.1 Proficiency in:

2.4.7.4.1.1 Macintosh computers.

2.4.7.4.1.2 PCs.

2.4.7.4.1.3 OS X Client and Server.

2.4.7.4.1.4 RAID.

2.4.7.4.1.5 Microsoft Windows.

2.4.7.4.1.6 Mac OS

2.4.7.4.1.7 Adobe InDesign.

2.4.7.4.1.8 Adobe Photoshop.

2.4.7.4.1.9 Adobe Illustrator.



2.4.7.4.2 Familiar with Unix/Linux

2.4.7.4.3 Proficient with Microsoft Office Suite.

## 2.4.8 Webmaster

2.4.8.1 This position is responsible for maintaining the ASWWU website. The website is expected to keep the student body and other audiences up to date with current ASWWU happenings. This position of service pursues changes that will improve the quality of student life on campus.

### 2.4.8.2 Responsibilities

#### 2.4.8.2.1 Duties

2.4.8.2.1.1 Actively update the ASWWU website and its affiliates to reflect current information, improve attractiveness, and increase hits.

2.4.8.2.1.2 Ensure the online voting system is maintained for use in ASWWU elections

2.4.8.2.1.3 Maintain availability of the ASWWU Digital Senate Archive in accordance with Title I, Article V, Section 5 of the Bylaws.

#### 2.4.8.2.2 Organization

2.4.8.2.2.1 Maintain a document outlining the structure of the website so that the incoming webmaster can easily make modifications and solve issues.

2.4.8.2.2.2 Maintain up-to-date shared calendar.

#### 2.4.8.2.3 Communication

##### 2.4.8.2.3.1 Campus Relations

1. Work with Information Services to address any issues that relate to the Walla Walla University technology infrastructure and network

##### 2.4.8.2.3.2 Internal Relations

1. Collaborate with Marketing Vice President to receive assignments.
2. Provide written instructions and verbally instruct the appropriate ASWWU personnel how to post content to the website.

### 2.4.8.3 Basic Knowledge

2.4.8.3.1 Basic knowledge of ASWWU governing documents.

2.4.8.3.2 Understand basic design principles.

### 2.4.8.4 Technical Skills

2.4.8.4.1 Proficient with Microsoft Office Suite.

2.4.8.4.2 Typo3.\*\*

2.4.8.4.3 PHP\*\*

2.4.8.4.4 MySQL.

2.4.8.4.5 Adobe Flash.

## 2.4.9 Tread Shed Manager

2.4.9.1 This position is responsible for maintaining the ASWWU bicycles on campus and making sure that any new bicycles that are purchased are ready for campus-wide use.

### 2.4.9.2 Responsibilities

#### 2.4.9.2.1 Duties

2.4.9.2.1.1 Maintain the Tread Shed facility.

2.4.9.2.1.2 Fix any broken ASWWU bicycles.

2.4.9.2.1.3 Assist students with fixing their personal bikes when brought into the Tread Shed.

2.4.9.2.1.4 Maintain the Golf Carts and keep them available when needed.

#### 2.4.9.2.2 Organization

2.4.9.2.2.1 Maintain regular office hours every week.

2.4.9.2.2.2 Make schedule available to other students.

#### 2.4.9.2.3 People

2.4.9.2.3.1 Hire on assistants as needed in accordance with the hiring procedure outlined in Title I, Article II.

#### 2.4.9.2.4 Communication

2.4.9.2.4.1 Report to and communicate with ASWWU President and Financial VP as needed.

2.4.9.2.4.2 Communicate with any students the costs of any parts that will be needed to fix a bicycle.

#### 2.4.9.2.5 Financial

2.4.9.2.5.1 Research price and efficiency of potential bikes.

2.4.9.2.5.2 Coordinate with President and Financial VP during any purchases.

#### 2.4.9.3 Basic Knowledge

2.4.9.3.1 Know the mechanics of how a bicycle works.

2.4.9.3.2 Know the general mechanics of how a golf cart works.

#### 2.4.9.4 Technical Skills

2.4.9.4.1 Have proper understanding and skill with the tools required to maintain bicycles and golf carts.

## 2.5 Article V. Legislative

### 2.5.1 Senate Secretary

2.5.1.1 As a member of the legislative branch of the ASWWU, this position is responsible for recording minutes for Senate and its subcommittees.

#### 2.5.1.2 Responsibilities

##### 2.5.1.2.1 Duties

2.5.1.2.1.1 Take detailed, legible minutes at Senate and its subcommittees.

2.5.1.2.1.2 Prepare to take minutes at any meeting where required to take minutes.

2.5.1.2.1.3 Arrive early to meetings to help set up and stay after to clean up.

2.5.1.2.1.4 Review incoming bills for clerical errors.

##### 2.5.1.2.2 Organization

2.5.1.2.2.1 Tracks all meetings dates and times.

##### 2.5.1.2.3 Communication

2.5.1.2.3.1 Work with Executive Vice President to determine time of weekly Senate meetings.

#### 2.5.1.3 Basic Knowledge

2.5.1.3.1 In-depth knowledge of ASWWUs governing documents.

#### 2.5.1.4 Technical Skills

2.5.1.4.1 Proficient with Microsoft Office Suite.

2.5.1.4.2 Understand proper minute formatting.

### 2.5.2 Senator

2.5.2.1 As a member of the legislative branch of the ASWWU, this position is responsible for representing the needs and requests of the student body to the ASWWU. This position of service pursues changes that will improve the quality of student life on campus.

#### 2.5.2.2 Responsibilities

##### 2.5.2.2.1 Duties

2.5.2.2.1.1 Attend all Senate meetings. 2.2.1.1.1. Portland campus Senator may attend via conference call or other electronic means.

2.5.2.2.1.2 Make informed voting decisions based upon Senate discussion and constituent views.

2.5.2.2.1.3 Raise questions regarding questionable actions by the ASWWU.

2.5.2.2.1.4 Serve on one (1) of the four (4) subcommittees (Finance Committee, Governance Committee, Personnel Committee, and Review Committee) according to Senate Procedural Rules Article II, Section 3.

2.5.2.2.1.5 Volunteer to represent the ASWWU at events.

#### **2.5.2.2.2 Organization**

2.5.2.2.2.1 File all Senate documents in the binder provided by the Senate Chair.

#### **2.5.2.2.3 People**

2.5.2.2.3.1 Contact constituents on a weekly basis, documenting contact and issues raised.

2.5.2.2.3.2 Encourage constituents to attend Senate meetings.

#### **2.5.2.2.4 Communication**

2.5.2.2.4.1 Communicate constituent concerns to the Senate.

2.5.2.2.4.2 Provide weekly feedback back to constituents after Senate discussion.

#### **2.5.2.2.5 Financial**

2.5.2.2.5.1 Monitor the ASWWU budget, raising questions about allocations and expenditures as necessary.

2.5.2.2.5.2 Hold the Executive branch fiscally accountable.

2.5.2.2.5.3 Approve all capital expenditures in accordance with the ASWWU Bylaws.

#### **2.5.2.3 Basic Knowledge**

2.5.2.3.1 In-depth knowledge of ASWWU's governing documents.

2.5.2.3.2 Working knowledge of Robert's Rules of Order.

## **2.6 Article VI. Judicial**

### **2.6.1 Parliamentarian/Chief Justice**

2.6.1.1 As a member of the judicial branch of the ASWWU organization, this position is responsible for maintaining Senate order and providing a balance for the executive and legislative branches of the ASWWU. This position of service pursues changes that will improve the quality of student life on campus.

#### **2.6.1.2 Responsibilities**

##### **2.6.1.2.1 Duties**

2.6.1.2.1.1 Maintain parliamentary order during designated meetings and make procedural decisions as requested.

2.6.1.2.1.2 Give procedural guidance to the executive committee.

2.6.1.2.1.3 Update the ASWWU documents following Senate decisions.

2.6.1.2.1.4 Prepare Senate bills for signatures by the Senate Chair and ASWWU President within five (5) business days of passing.

2.6.1.2.1.5 Provide guidance to Senators on parliamentary procedures.

2.6.1.2.1.6 Veto, in conjunction with other justices, any action by ASWWU's Executive Branch or Senate that is not in line with the ASWWU's governing documents.

2.6.1.2.1.7 Chair weekly Judicial Committee meetings, reviewing all bills passed by Senate.

2.6.1.2.1.8 Interpret, in conjunction with other justices, the ASWWU governing documents when questions arise.

2.6.1.2.1.9 Chair impeachment proceedings.

##### **2.6.1.2.2 Organization**

2.6.1.2.2.1 Archive official Senate business.

##### **2.6.1.2.3 People**

2.6.1.2.3.1 Present candidates applying for Justice positions to Senate.

2.6.1.2.3.2 Monitor Justices' performance, evaluating performance on a quarterly basis.

##### **2.6.1.2.4 Communication**

2.6.1.2.4.1 Provide written documentation of all decision made by the Judicial Committee to Senate.

#### **2.6.1.3 Basic Knowledge**

2.6.1.3.1 Have a working knowledge of Robert's Rules of Order.

2.6.1.3.2 In-depth knowledge of the ASWWU governing documents.

#### 2.6.1.4 Technical Skills

2.6.1.4.1 Proficient with Microsoft Office Suite.

## 2.6.2 Justice

2.6.2.1 As a member of the judicial branch of the ASWWU organization, this position is responsible for balancing the executive and legislative branches of the ASWWU. This position of service pursues changes that will improve the quality of student life on campus.

#### 2.6.2.2 Responsibilities

##### 2.6.2.2.1 Duties

2.6.2.2.1.1 Veto, in conjunction with other justices, any action by ASWWU's Executive Branch or Senate that is not in line with the ASWWU governing documents.

2.6.2.2.1.2 Attend weekly Judicial Committee meetings.

2.6.2.2.1.3 Interpret the ASWWU governing documents when questions arise in conjunction with other justices.

2.6.2.2.1.4 Attend impeachment proceedings and aid the Chief Justice.

#### 2.6.2.3 Basic Knowledge

2.6.2.3.1 Have a working knowledge of Robert's Rules of Order.

2.6.2.3.2 In-depth knowledge of the ASWWU governing documents.

#### 2.6.2.4 Technical Skills

2.6.2.4.1 Proficient with Microsoft Office Suite.

\* *These items are not required but recommended*

\*\* *Absolutely necessary*

### 3 Appendix C: Presidential Annual Report

**3.0.1** The annual report from the ASWWU president will include the following items,

- Table of Contents
- Basic Description of ASWWU, with Mission, Budget, Constituency, Organizational Structure, and
- Representation to AIA, WWU, NAD
- A Departmental Breakdown
- Budget and Actuals
- Current ASWWU Positions (Descriptions & Names)
- Calendar of Events with Descriptions
- Services & Missions
- Projects & Initiatives (Succeeded & Failed)
- Standing Agreements Made and/or Modified this Year (Dates and Descriptions)
- Collaborations with Outside Organizations
- Committees & Groups
- Relevant Documents
- Appendices with Bills from Senate, Representative Docs, Proposals, Contracts
- Pictures (Designs)
- What Could Be Done Better?