



ASSOCIATED STUDENT OF THE
UNIVERSITY OF WASHINGTON, TACOMA

Position Descriptions of ASUWT

This document is pending approval by UWT Student Body and Board of Regents

ASUWT PRESIDENT

- A. The ASUWT President shall carry out the policies of ASUWT as set in the ASUWT Constitution, By-Laws, and Senate actions.
- B. The ASUWT President shall oversee all ASUWT programs and activities subject to the direction of the ASUWT Senate.
- C. The ASUWT President shall be responsible for the following:
 - 1. Communicating the needs and concerns of undergraduates and graduates to the University Administration including:
 - a. Meeting with the University Administrators in conjunction with the Vice President at least twice per quarter.
 - b. Developing proposals and comments regarding University policy.
 - c. Attending other meetings with faculty, deans, and other administrators as needed.
 - d. Asserting student needs at all times.
 - 2. Representing ASUWT at meetings and to the media.
 - 3. Keeping an open line of communication with the Faculty Assembly.
 - 4. Check email and office mail box daily responding within twenty-four (24) hours to any requests.
 - 5. Attend all Senate meetings, other regularly scheduled meetings, ASUWT functions, retreats and events.
 - 6. Initiate and distribute projects and tasks to ASUWT Officials as applicable and ensure their completion.
 - 7. Submit weekly timesheets.
 - 8. To communicate with the student government of UW Bothell and UW Seattle to ensure that the efforts of the Tri-Campus Committee continue. This may require travel.
 - 9. Read the Constitution and By-Laws and have working knowledge of the responsibilities of ASUWT within the first week of fall quarter; and maintain working knowledge for the betterment of UWT students.
 - 10. Post and maintain, between the hours of 8:00 A.M. and 9:00 P.M., at least ten (10) office hours per week and fifteen (15) hours outside the office per week.



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- D. The ASUWT President shall appoint matriculating students to committees as necessary.
1. All ASUWT annual appointments to University and ASUWT Committees and to Faculty Councils and Committees shall be made on the basis of a fair and open selection to be established by the Executive Branch and published by the properly designated individual. The Executive Branch must formally adopt criteria during the first week of fall quarter each year.
 2. Failure of an appointee to comply with the requirements outlined in the By-Laws may be cause for dismissal from the appointment.
 3. No student shall be permitted to sit on more than one budgetary committee simultaneously during a single academic term, unless a position remains vacant for more than one academic quarter.

VICE PRESIDENT

- A. The ASUWT Vice President shall have the following duties and responsibilities:
1. Chairing the ASUWT Senate meetings twice a month.
 2. Prepare Senate agendas and submit to OPMA.
 3. Representing ASUWT at meetings and to the media on behalf of the ASUWT President and Senate.
 4. Check email and office mail box daily responding within twenty-four (24) hours to any requests.
 5. Meet with UWT Administration at least twice a quarter in conjunction with the President.
 6. Complete assigned projects and tasks as directed by the ASUWT President.
 7. Initiate and distribute projects and tasks to ASUWT Officials as applicable and ensure their completion.
 8. Meet individually with members of the Senate to provide support and direction ensuring that projects progress.
 9. Submit weekly timesheets.
 10. To assist the President in communicating with the student government of UW Bothell and UW Seattle to ensure that the efforts of the Tri-Campus Committee continue. This may require travel.
 11. Attend all Senate meetings, other regularly scheduled meetings, ASUWT functions, retreats and events.
 12. Post and maintain, between the hours of 8:00 A.M. and 9:00 P.M., at least eight (8) office hours per week and twelve (12) hours outside the office per week.



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- B. The ASUWT Vice President shall assume all powers and duties of the ASUWT President in the event that the President is absent or unable to perform the obligations associated with the office.
- C. The ASUWT Vice President shall carry out other duties as directed by the ASUWT President, Constitution, By-Laws, and Senate policy in the form of Resolutions or Bills.

ASUWT SENATORS

- A. All ASUWT Senators shall be responsible to:
 - 1. Provide student representation, advocacy, and involvement while promoting student interests and needs.
 - 2. Regularly attending ASUWT Senate meetings which are to be held in accordance with the ASUWT Constitution and By-Laws.
 - a. The Senate may amend the meeting time and/or date for the quarter with a unanimous vote of the seated Senate membership.
 - 3. Office hours
 - a. Post and maintain at least three (3) office hours per week. Office hours can be served between the hours of 8:00 A.M. and 9:00 P.M. on any normal school days.
 - b. In the occasion that a Senator repeatedly misses their office hours, the Senator will be required to meet with the ASUWT Vice President for counseling.
 - 4. Work seven (7) additional hours to total ten (10) hours fulfilling other duties, attending meetings and speaking with students on ASUWT matters.
 - 5. Check email and office mail box daily responding within twenty-four (24) hours to any requests excluding no school days and weekends
 - 6. Perform any duty deemed necessary by ASUWT Executive Board, Senate, Constitution or By-Laws.
 - 7. Report to the ASUWT Vice President.
 - 8. Submit weekly timesheets.
 - 9. Attend all other regularly scheduled meetings, ASUWT functions, retreats and events.
 - 10. Read the Constitution and By-Laws and have working knowledge of the responsibilities of ASUWT within the first week of fall quarter; and maintain working knowledge for the betterment of



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UW Tacoma students. Senators filling vacancies should accomplish the above duty within two (2) weeks of taking office.

11. Give an individual report at every Senate meeting of the individual and/or collaborated ASUWT work that has been conducted from the preceding Senate meeting to the current Senate meeting.
 - a. The individual report will be an official form created and distributed by the Vice President at the beginning of each quarter
 - b. Any ASUWT work is defined as ASUWT responsibilities (e.g. writing bills, Senate hours, handing out flyers, working on ASUWT sponsored events, committee meetings, etc.)
 - c. If a Senator has a prearranged or excused absence, the Senator's report has to be emailed to the Pro-tem and Vice President the day prior by the close of business. If the report is not in by the close of business the day prior of the Senate meeting, his or her absence will not be excused.
 - d. The Pro-tem will read the report of any Senate member who is not present at the meeting.