



JOB DESCRIPTION

Chief of Legislative Affairs

The ASUW Chief of Legislative Affairs serves as a member of the ASUW Executive Staff and reports to the ASUW Vice President. This position is appointed by the ASUW Vice President, with the advice and consent of the President and approval by the ASUW Senate. The primary role of this position is to serve as the primary assistant to the ASUW Vice President. This is a paid ASUW Executive Staff position with monthly compensation determined by the ASUW Senate. During the academic year (August through April) for which they serve, the ASUW Chief of Legislative Affairs will receive \$9.00 per hour, 15 hours per week, 4 weeks per month, for up to 12 months, but no less than 8 months. A college applicable internship for this position may also be available to qualifying students. Internship requirements must be completed in addition to the responsibilities outlined below.

Minimum Qualifications

- Must be an enrolled student of the University of Wyoming throughout the term of employment
- Currently have a cumulative GPA of no less than the university mandated minimum GPA to graduate in their current major, and maintain that minimum throughout the term of employment

Desired Qualifications

- Previous experience with ASUW in any capacity
- Previous experience with parliamentary procedure and legislative workings

General Responsibilities

As a member of the ASUW Executive Staff, the ASUW Chief of Legislative Affairs shall:

- Meet individually with the ASUW Vice President weekly to discuss and report on projects and goals
- Attend ASUW Senate Meetings, to assist in taking meeting minutes and provide a weekly electronic report for those meetings for the benefit of Senate
- Attend ASUW Executive Staff meetings
- Participate in the mandatory ASUW Executive retreat
- Participate in ASUW Student Government retreats
- Conduct oneself in a professional and respectable manner
- Publicly support the agenda and mission of the ASUW Student Government and Executive Branch

Specific Responsibilities

ASUW Student Government
Dept. 3625; Room 020, Wyoming Union
1000 E. University Avenue Laramie, WY
82071



Phone: 307.766.5204
Fax: 307.766.3762

- Serve as the ASUW policy expert by becoming familiar with the governance and procedure of the ASUW Student Government
- Serve as a resource to the ASUW Senate with researching and writing legislation
- Serve as a resource to ASUW regarding working documents and procedures
- In accordance with Senate Bill #2055, advertise an abbreviated ASUW Senate agenda in *The Branding Iron*
- In accordance with Senate Bill #2191, create and submit advertisements for future pieces of legislation
- Assist the ASUW Graduate Assistant in coordinating and overseeing ASUW Scholarships (see Senate Bills # 2041, #1961, #1960, and #2511)
- Draft agendas and minutes for ASUW Senate meetings
- Edit ASUW Senate Bills and Resolutions in coordination with the Steering Committee
- Serve as an ex-officio on Senate committees as determined by the ASUW Vice President.
- Attend and report on the operations of committees as determined by the ASUW Vice President
- Fulfill other responsibilities as assigned