



Legislative Affairs Representative Application

Position Summary:

The Legislative Affairs Representative works collaboratively with the Bellevue College administration, the Washington Student Association, the Washington State Community and Technical Colleges Student Association (WACTCSA), and state/federal government representatives to represent students on student legislative issues. The ASG Legislative Affairs Representative interprets and upholds the ASBC Constitution and the ASBC Bylaws and the additional policies that pertain to ASG. Primary responsibility being to maintain order within an organization at all times and enforce the rules. During the meetings, it is the responsibility of this person to make certain parliamentary procedures are adhered to.

Desired Qualifications:

- Working knowledge of Bellevue College programs and divisions
- Has participated in or has been a member of club or program
- Experience collaborating with an organization or group of people to create and interpret laws, policies, and/or official documents

Essential Job Functions:

- Agree to and Meet the Student Leadership Position Expectations
- Attend all training sessions, meetings, and retreats
- Serve on all assigned committees
- Develop a working knowledge of, adhere to, and shall be responsible for ensuring compliance of ASBC Constitution, ASBC Bylaws, and ASBC Financial Code by the ASG

Board of Directors; As well as follow Student Code of Conduct

- Be the main body of communication for all things related to legislative affairs
- Maintain communication with the Executive Board of Directors
- Promote awareness of matters relating to student legislative affairs on campus to the ASG of Bellevue College
- Shall serve as Parliamentarian when requested
- Report to ASG Officers and Representatives
- Create Student Legislative Agenda
- Coordinate lobby trips to Olympia
- Schedule meetings with external legislative partners
- Awareness of RCW
- Serve as the representative for the ASBTC in the Washington Community and Technical College Student Association (WACTCSA)
- Organize and implement legislative events (i.e. voter registration drives, student lobby and empowerment days, hosting government officials on campus, letter writing campaigns, legislative information forums for students, etc.)
- Serve as the legislative liaison for state and federal matters by regularly meeting, corresponding, and building relationships with local and state representatives
- Organize and facilitate regular campus outreach events to ensure direct communication about civic engagement and political climate with students regarding issues and concerns through surveys, student town hall meetings and other initiatives
- Coordinate lobbying and organizing efforts for the ASG
- Schedule and attend regular meetings with external legislative partners
- Provide updates to the ASG Executive Board, ASG Board of Directors, and students at large on pertinent legislative news
- Compile an annual report of the Associated Student Government in June to Director of Student Programs and ASG Advisor.
- Meet weekly with the ASG Advisor.
- Perform related duties as assigned.