



### **ASNU Mission Statement**

We, the Associated Students of Northwest University, are committed to listening to student concerns, advocating for student needs, and bringing positive changes to Northwest University.

### **Position Summary**

The ASNU Vice President serves an integral role on the ASNU Executive team and the ASNU Senate team. The ASNU VP oversees and manages projects and initiatives introduced by ASNU, oversees ASNU funds and minute-taking of ASNU groups, and assists in public relations along with the ASNU President.

### **ASNU Vice President Responsibilities**

- Plan and prepare the ASNU budget with the ASNU President and Community Life Director
- Maintain accurate and proper financial records of all ASNU funds and provide regular updates as needed.
- Supply the NU Accounting Department with appropriate check requests, deposits, reimbursements, P-card records, and any other financial information.
- Collaborate with the Community Life Director on clubs and organizations and take initiative on club related tasks and processes.
- Ensure accurate minutes are taken at ASNU Senate meetings and upload to ASNU website once passed.
- Manage projects and initiatives of both the ASNU Senate and ASNU Executive team.
- Coordinate Senator office hours and hold students accountable to their outlined responsibilities within the Senate By-Laws.
- Delegate Senators to ad hoc committees and provide oversight to committees, as needed
- Assist in the coordination of the Senator Election Task Force.
- Collaborate with the President to conduct public relations and communication efforts of ASNU, including projects in progress, approved initiatives, and other critical information for the NU community. This will be in the form of the ASNU website, newsletters to the student body, coordinating social media efforts and other necessary communication.
- Assume the duties and responsibilities of the ASNU President in his or her absence or when so directed by the ASNU President.
- Student leaders are asked to help support multiple campus events to make them happen. This includes, but is not limited to, One Night, Serve Day, Welcome Back Bash, and Family Weekend. Dates and details to be provided in August.
- Carry out all other duties as assigned by the Community Life Director.

### **Executive Team Summary**

The ASNU Executive Team oversees the overall operation and decision making of ASNU processes and procedures. Collectively they ensure that ASNU is functioning to the best of its ability and that student voice is at the forefront of their projects and initiatives.

### **Executive Team Responsibilities**

- Lead ASNU with a shared vision of student advocacy and representation for the year.
- Be dedicated to working on and assisting ASNU initiatives.
- Be a present and active member of the NU community through conversations, attendance of events and presence on campus.
- Actively engage and participate in ASNU sponsored programming.
- Coordinate community discussions, such as Town Halls, as needed, ideally two times a semester.
- Think creatively about how to gather student input and be a voice for the student body.

- Serve as an ex officio member of the ASNU Senate and periodically present information that concerns student interests and recommend measures for consideration as they deem necessary.
- Uphold and abide by the ASNU Constitution and ASNU By-Laws, reviewing and updating when necessary.

### **Requirements and Expectations**

This position will require 12 hours of work per week, including 6 office hours. This position is advised by the Community Life Director. With 12 hours a week, this position should uphold all responsibilities listed above, as well as prepare to:

- Must be available Wednesday 4:00pm-6:00pm each semester for ASNU Student Senate Meetings
- Meet weekly with the ASNU Executive Team
- Meet regularly with ASNU Senators
- Meet one-on-one regularly with the Community Life Director

### **Qualifications**

- Must have one year of Northwest University student leadership experience that is scholarship based prior to beginning position.
- Must be of Sophomore status and must have been enrolled as a full-time student at Northwest University for at least two semesters prior to term of office.
- Demonstrate a strong commitment to the Christian faith and the values of Northwest University
- Demonstrate an understanding of leadership and have a desire to grow personally and professionally
- Must be a full-time student at Northwest University (at least 12 hours/semester) during time in office. May not take more than 19 credits at one time during duration of their term in office. Petitions may be submitted to Community Life Director.
- Must be in good standing with Student Development, Campus Ministries and the Office of the Provost
- All additional hours spent at a job or on extra-curricular activities must be approved by the Community Life Director.

### **Important Leadership Dates and Requirements**

- Must be available Wednesdays\* from 4:00pm-6:00pm each semester for ASNU Senate Meetings
  - Mandatory Meeting: Wednesday, February 11 at 6:00pm in Argue HSC 205
  - ASNU Executive Team Interview (if needed): February 11 at 6:30pm in Argue HSC 205
  - Election Chapel: Wednesday, February 25 from 10:00am-11:15am (tabling before and after)
  - SLAT Kickoff: March 28, 2026
  - SLAT & Welcome Weekend: August 6-23, 2026
  - Family Weekend: TBD
  - Christian Student Leadership Collective (CSLC): TBD
  - Spring SLAT and Welcome Weekend: January 8-10, 2027
- \*day of week may be flexible dependent on class schedule

### **Scholarship Information**

This position will receive a 17.5% of tuition scholarship. Based on the 2026-2027 tuition, that would equal \$6,300 for the year.