SERVICE VICE PRESIDENT

The role of the Utah State University Student Association (USUSA) Executive Council is to enhance the quality of student life through academics, student concerns, activities, public relations, athletics, clubs, organizations, extension, graduate, and legislative student representation.

Charter

USUSA Service Vice President hereafter referred to as the Service Vice President

I. Duties:

1. Enhance the quality of student life through service.
2. Be responsible for providing leadership and service opportunities for students and faculty by directing the USUSA-Val R. Christensen Service Center.
3. Serve as a member of the USUSA Executive Council.
4. Have full authority to adopt or change any program or committee as service needs on campus or in the community arise.
5. Coordinate service events and leadership trainings with Community Service Coordinator.
6. Assist directors in planning and carrying out campus-wide service projects led by service directors and other campus organizations.
7. Advocate for and promote campus-wide system that tracks service hours and shows service opportunities on campus and around the community.
8. Meet with each issue area on a regular basis to build service network and open communication between directors, service VP, and ultimately USUSA.
9. During the week of elections, the USUSA President will be the financial auditor for candidates running for that same position. In case of the officer re-running for the same position, a member of the elections committee will be the auditor.
10. Officer will adhere to university, divisional and departmental fiscal policies and procedures.
11. Officer will be required to be Upstander trained and ensure that every member of their council or committee receive the opportunity to be trained during the fall semester of the academic year.
12. Officer will ensure that every member of their council or committee receive the opportunity to be QPR trained through an office sponsored training during the fall semester of the academic year.
13. Officer will ensure during the fall semester that every compensated member of their council or committee will receive the Student Leader Diversity Training (or for uncompensated council/committee members, they will be given the opportunity to receive said training) through the USUSA Organizations and Campus Diversity VP.
14. Officer will ensure that every major anniversary of the Service Center is adequately prepared for through enhanced and distinct marketing to lead up to the planning and carrying out of events that correlate to anniversaries that they will also complete. These events will highlight the importance of the Service Center as well as what the directors and employees have done and actively do to better the community and campus.

II. Programs Sponsored:
Oversee the Val R. Christensen Service Center, which is composed of student-led programs in the following issue areas:

2. Youth and Education: Aggies for Education, Aggie Translators, Utah YOUth Connect
4. Alternative Breaks: With Corresponding trip leaders

III. Committee Assignments:
1. Student Activities Administrative Fee Committee-This committee is composed of all the members of the USUSA Executive Council. They meet to decide the allocation of student fees among the different groups associated with USUSA.
2. Scheduling Committee-This committee schedules all the events of the upcoming year to assure that there are no conflicting events.
3. Selected Search Committee-This comes by assignment to help select a new administrator.
4. USUSA Ad Hoc Executive Council Committee Assignments-You will be placed on committees throughout the year to look more in depth into specific items.
5. Student Life Advisory Council-This is a board made up of student representatives, chaired by the VP of Student Services.
6. Val R. Christensen Service Center Council (Chair)
   a. Service Center Core Council: This can be comprised of a subset of directors to review or make decisions as needed throughout the year.
   b. Program Directors over the student-led programs
7. Programming Board

IV. Time Expectations:
1. Officer will complete at least 2 hours daily in assigned office, for 10 hours a week unless approved by two SILC advisors and the USUSA Student Body President by 2/3 majority.
2. Officer will complete 1 info booth hour weekly.
3. Officer will respond to all assigned myVoice submissions weekly.
4. Officer will attend at least 1 Student Orientation open house in the summer months.

I hereby agree that I fully understand my charter and accept full responsibility for my duties as the USUSA Service Vice President.

Printed Name: ____________________________

Signed: _________________________________

Date: __________________________