VICE PRESIDENT OF STUDENT ALUMNI

The role of the USUSA Executive Council is to enhance the quality of student life through: academics, activities, student concerns, public relations, service, athletics, clubs, organizations and cultural events. This will also be done through individual college, extension, and graduate and legislative student representation.

Charter

USUSA Student Alumni Association Vice President hereafter referred to as the Student Alumni VP

I. Duties

1. Enhance the quality of student life through Traditions, Networking, and Giving opportunities at the university and in the community.
2. Serve as a member of the USUSA Executive Council and the Programming Board.
3. Serve as President of the Student Alumni Association (SAA).
4. Appoint and oversee all SAA officers as outlined in the SAA Constitution to include the Executive Assistant, Executive of Traditions, Executive of Student Giving, and the Executive of Alumni Engagement.
5. Chair the SAA Executive Board and hold weekly meetings as outlined in the SAA Constitution.
6. Oversee all Student Traditions, Student Networking, and Student Giving programs and opportunities and associated officers.
7. Verify that all charters of officers are up to date and fulfilled.
8. Improve existing programs and initiate new programs, professional and casual, to serve a diverse group of students.
9. During the week of elections, the USUSA Student Alumni VP 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. Meet weekly with the SAA Advisor to ensure that the Executive Officers, Directors, and Committee members’ needs of SAA are being met.
11. Foster positive relationships with other USU organizations and administration to support SAA’s mission for Creating Lifelong Aggies.
12. Maintain good standing with the Alumni Association by keeping the SAA office and storage areas clean and organized.
13. Track expenses, maintain the budget, and report to the SAA advisor.
14. Organize and maintain a volunteer base and committee system, as outlined in the SAA Constitution, to ensure retention, motivation, and inclusion of students interested in Student Alumni Association programs at Utah State.
15. Attend all SAA meetings and events.
16. Chair and facilitate all General Assembly SAA (SAA General) Meetings.
17. Officer will adhere to university, divisional, and departmental fiscal policies and procedures.
18. 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.
19. 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.
20. Officer will ensure that every member of their council or committee receive the opportunity to receive the Upstander training through an office sponsored training during the fall semester of the academic year.

II. Programs Supported
   1. Traditions Programs
      A. True Aggie Night
      B. Homecoming
         a) Parade
         b) Intersection Painting
         c) Highway Clean-up
      C. A-Week
         a) Miss USU
         b) Senior Celebration
      D. A-Day Service Project Hello Walk
      E. Snowman Gallery Walk
   2. Alumni Engagement Programs
      A. Alumnights
      B. Young Alumni Workshops
      C. College Networking Events
      D. Mentoring Program
         a) Peer-to-Peer Mentoring Program
         b) Bridging Banquet
   3. Student Giving Programs
      A. Fundraising Initiatives
         a) Aggie Funded
         b) True Aggie Fast Passes
      B. Donor Education Week
      C. Love-A-Donor Week
      D. Senior Gift
      E. Campus and community service projects
   4. Operations Programs
      A. Opening Social
      B. Legacy Scholarship Phone Calls
      C. Miss USU Initiative
      D. Aggie Orientation Days open houses
      E. Summer Alumni Open Houses
      F. Day on the Quad
III. Committee Assignments
1. Alumni Association Executive Board in Alumni Engagement
2. Alumni Advisory Board
3. Scheduling Committee
4. Selected Search Committees
5. Student Activities Administrative Fee Committee
6. Student Life Advisory Board
7. USUSA Executive Council
8. USUSA Programming Board
9. Stater’s Council
10. Mental Health Week Committee

IV. Appointed Positions (Outlined in SAA Constitution)
1. Executive Assistant
2. Traditions Executive
3. Alumni Engagement Executive
4. Student Giving Executive
5. Service and Outreach Director
6. Fundraising Director
7. Homecoming and A-Week Director
8. True Aggie Night Director
9. Mentoring Director
10. Networking Director
11. Director of Communications
12. Liaison Director

V. 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 Aggie Orientation Day open house in the summer months.

VI. Further Document Reference
2. SAA Executive Assistant Charter
3. SAA Executive of Traditions Charter
4. SAA Executive Alumni Engagement Charter
5. SAA Executive of Student Giving Charter
6. SAA Service and Outreach Director Charter
7. SAA Fundraising Director Charter
8. SAA Homecoming and A-Week Director Charter
9. SAA True Aggie Night Director Charter
10. SAA Mentoring Director Charter
11. SAA Networking Director Charter
12. SAA Director of Communications Charter
13. SAA Liaison Director Charter

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

Printed Name: ___________________________

Signed: ________________________________

Date: ________________________________