EXECUTIVE 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 Executive Vice President hereafter referred to as the Executive Vice President

I. Duties:
   1. Assume all responsibilities assigned by the USUSA President.
   2. Assume all duties of the President whenever the President designates or is absent.
   4. Serve as a member of the Executive Council and any committees, sub-committees, or boards as identified in the USUSA General Laws and Charters.
   5. Serve as the Chair of and facilitate needed changes in the statutes of the:
      i. USUSA Academic Senate
      ii. USUSA Sophomore Scholarship Committee
      iii. Student Fee Board
      iv. Facilities Enhancement Committee
   6. Oversee the follow through and implementation of all legislation passed by the USUSA Academic Senate.
   7. Responsible for myVoice concerns in the area assigned by the USUSA Student Advocate
   8. Coordinate with the USUSA President in the selection of the Administrative Assistant.
   9. Oversee the functions of the Administrative Assistant as related to the USUSA Academic Senate.
   10. Draft USUSA Academic Senate House Rules, which shall be agreed upon and passed in the first convening of the Academic Senate.
   11. Hold Senate Pro Tempore elections during the first Academic Senate Meeting.
   12. Coordinate with the USUSA President and Senate Pro Tempore the path of all legislation that contains an academic component.
   13. During the week of elections, the USUSA Executive Vice 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 co-chairs will be the auditor.
   14. Officer will adhere to university, divisional and departmental fiscal policies and procedures.
   15. Meet monthly with the Faculty Senate President in order to keep faculty aware of and engaged in student initiatives.
   16. Appoint a student delegate to sit on the Course Fee Committee.
   17. Ensure that all year end reports from individual entities that collect student fees is published on the Utah State University Student Affairs website.
   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 that every member of their council or committee receive the opportunity to be Upstander trained through an office sponsored training during the fall semester of the academic year.

20. 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.

II. Programs Sponsored:
   (*It is strongly recommended that the Executive Vice President place a chair over these activities so he/she has time to concentrate on Senate and Academic Responsibilities.)

   1. Deans Breakfast / Luncheon: The Executive Vice President will coordinate and plan the Deans Breakfast / Luncheon as needed within the school year.

III. Committee Assignments:

   1. USUSA Academic Senate (Chair)
   2. University Student Fee Board (Chair)
   3. Facilities Enhancement Committee (Chair)
   4. USUSA Sophomore Scholarship Committee (Chair), See ECR 06-10 as well as the rules and regulations governing the Sophomore Scholarship Committee.
   5. USUSA Executive Council
   6. Course Fee Evaluation Committee
   7. Curriculum Subcommittee
   8. Educational Policies Committee
   9. Faculty Evaluation Committee
   10. Faculty Senate
   11. Mental Health Week Committee
   12. Parking and Transportation Advisory Committee
   13. Stater’s Council
   14. Tier Two Tuition Committee
   15. USUSA Ad Hoc Committee Assignments

IV. Time Expectations:

   A. 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.
   B. Officer will complete 1 info booth hour weekly.
   C. Officer will respond to all assigned myVoice submissions weekly.

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

Printed Name:____________________________________

Signed:____________________________________