STUDENT EVENTS 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 Student Events Vice President hereafter referred to as the Student Events Vice President

I. Duties:

1. Enhance the quality of student life at Utah State University through planning and implementation of student activities.
2. Be responsible for overseeing the planning, initiating, calendaring and administration of student-oriented activities on the campus of Utah State University.
3. Improve existing events and initiate new events to serve a diverse group of students.
4. Be the voice of the Student Events Directors on the Executive Council. Introduce and support legislation that is in the best interest of student events campus wide.
5. Have full authority to adopt or change any program or committee as student event trends indicate with approval of the Programming Board (Athletic and Campus Recreation VP, Organizations and Campus Diversity VP, Service VP, PR Director, Student Alumni VP, Traditions Director, Activities Director, Series Director, and Student Events Advisors).
6. Act as the chair of the Programming Board. Hold monthly meetings with this board.
7. Serve as Chair of the Taggart Student Center Policy Board.
8. Serve as a member of the USUSA Executive Council and any committees, sub-committees or boards as identified in the USUSA General Laws and Charters.
9. Oversee the USUSA Student Events Office and event planning of the Activities Director, Series Director, and the Traditions Director.
10. Serve as chair of the committee which appoints the Student Events director positions; with recommendations from the Student Events Advisor(s) and one of the former officers in the student events office selected by the Student Event advisor(s) and the Student Events VP elect.
11. Organize and maintain a volunteer base to ensure retention, motivation and inclusion of students interested in student events at Utah State.
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 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.
14. 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.
15. During the week of elections the USUSA Student Events 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 committee will be the auditor.
16. Oversee the USUSA Blue Crew and aid them in fulfilling their duties as listed in the Blue Crew Charter.

II. Programs Sponsored:

1. **Student Events Office** - This office shall provide the manpower to implement an effective student activities program. Directors include the Activities Director, Series Director, and Traditions Director. They shall be responsible for organizing, promoting, publicizing, and presenting the special events, movies, dances, performing arts, lectures, traditional activities (i.e. homecoming, Robins Awards) and entertainment. Student Events Directors work under the direct leadership of the Student Events VP. Each Director works with a functioning committee under their leadership.

2. **Programming Board** - Chair the Programming Board, comprised of the Athletic and Campus Recreation VP, Organizations and Campus Diversity VP, Service VP, Student Alumni VP, PR Director, Traditions Director, Activities Director, Series Director, as well as the Student Events Advisor(s). This board shall meet once a month to calendar events, collaborate efforts, and provide support and resources for all event planning endeavors.

3. **Welcoming Weeks** - Week of Welcome and Welcome Back Week are to be held the first full week of instruction of Fall Semester and Spring Semester. The Student Events Vice President shall oversee these weeks with USUSA sponsors. The purpose is twofold: 1) Welcome students back to USU from breakthrough event planning efforts 2) Increase student awareness of USUSA organizations.

4. **USUSA Elections Committee**: This committee shall assist the Public Relations and Marketing Director and Student Events VP (who will act as the Elections Co-Chairs) in promoting, organizing, and managing all related elections events and issues, as well as assisting all candidates in obeying elections bylaws, etc.

III. Committee Assignments:

1. USUSA Student Events Office
2. USUSA Programming Board
3. USUSA Student Fee Board Committee
4. Honorary Degrees and Awards Screening Committee
5. Scheduling Committee
6. Selected Search Committee
7. Stadium Spectrum Policy Board
8. Taggart Student Center Student Administrative Fee Committee (Chair)
9. Taggart Student Center Policy Board (Chair)
10. University Student Fee Board
11. Mental Health Week Committee
12. USUSA Elections Committee (Co-Chair)
13. USU Blue Crew (Chair)
14. USUSA Ad Hoc Committee Assignments
IV. Financial Responsibilities:

1. As the elected officer over all USUSA student events it is the responsibility of the Student Events VP to appoint and oversee the Student Events Directors. Therefore it becomes their responsibility to oversee all budgets & revenue within the student events account.
2. All revenue generated by each Student Events Director will be deposited into their respective accounts for future use. It will be the responsibility of the Student Events VP to monitor these accounts and ensure fiscal responsibility of all student fees.
3. Approval of changes by the Programming Board that includes the Athletic and Campus Recreation VP, Organizations and Campus Diversity VP, Service VP, PR Director, Student Alumni VP, Traditions Director, Activities Director, Series Director, and Student Events Advisor(s).
4. Final Approval by the USUSA Executive Council.

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 SOAR 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 Student Events Vice President.

Printed Name: ____________________________

Signed: _________________________________

Date: ____________________