The role of the Utah State University Student Association (USUSA) Academic Senate is to enhance the quality of Academic life for the students of Utah State University. This will be accomplished through legislation initiated from the Academic Senate and through direct advocating to University Administration, College Deans and College Administration.

**Charter**

The main purpose of the College of Education and Human Services Senator (hereafter, “the Education Senator”) is to represent the undergraduate students in the Emma Eccles Jones College of Education and Human Services. Various responsibilities, both outlined in this charter and otherwise, are imposed upon or will be expected from the senator by University and College of Education and Human Services groups; but these matters, if not directly related to College of Education and Human Services students, should be considered secondary in importance:

I. **Duties:**

1. The Education Senator shall serve as a member of the USUSA Academic Senate and any committee, sub-committee, or Ad hoc committee.
2. The Education senator shall have the opportunity to run for the position of Senator Pro-Tempore and act in behalf of the Academic Senate as a member of USUSA Executive Council.
3. The Education Senator shall actively participate in weekly Academic Senate meetings, which will include, but not be limited to:
   a. Discuss current USUSA Legislation
   b. Discuss progress of senator’s legislation priorities
   c. Discuss constituent concerns and issues
4. The Education Senator shall meet with the Dean of his or her college at least monthly.
   a. Discuss Classroom Improvement Fund
   b. Discuss current USUSA Legislation
   c. Discuss college concerns, issues, and current events pertinent or related to the college
5. The Education Senator shall attend Department Head/Administrative Council, and other needed college administrative meetings:
   a. Discuss academic issues, student concerns, and keep abreast of college administration/faculty issues.
   b. Report on college council progress
6. The Education Senator shall conduct, at least, bi-monthly college council meetings. The Senator may delegate the responsibility to conduct council meetings to the Student Council Executive Vice President.
7. The Education Senator shall discuss current USUSA legislation and senate legislative priorities and work with the council.
8. The Education Senator shall develop academic and other programs that promote their college and provide college specific opportunities for the students.
9. The Education Senator shall appoint an Education Student Council Executive Vice President to operate the student council in conjunction with and under the oversight of the Education Senator.

10. The Education Senator shall appoint an Academic Vice President and work closely with him or her to raise funds for a College of Education and Human Services scholarship funded by the CEHS Student Council. The Education Senator will also participate in the selection and award process during the second half of the spring semester, as well as confer with the Academic Vice President and Student Council Executive Vice President on the amount of the award. The scholarship is intended to be a one-time award with a suggested award amount of 500 dollars. If 500 dollars was not raised during the school year, then the amount of the award may be adjusted.

11. The College of Education and Human Services Senator shall participate in and work with the College of Education and Human Services Ambassadors as outlined in the Ambassadors Constitution.

12. Appoint a representative from the College of Education and Human Services to sit on the Blue Goes Green grant selection committee.

13. The College of Education and Human Services Senator shall provide training for and facilitate a smooth transition for the newly elected senator which may include, but not limited to:
   a. Two transition meetings with the Education and Human Services Council Advisor.
   b. One transition meeting with the Dean of the College of Education and Human Services.
   c. Updating the New Senator Training Manual to pass on.

14. The Education Senator shall actively participate in the new senator retreat/workshop at the end of spring semester.

15. The Education Senator shall prepare a year-end report of College Council.

16. The Education Senator shall actively participate in attending joint meetings with the newly elected Senator, from the time of the election of the new Senator until the end of the current semester or until each meeting was attended at least once.

17. During the week of elections, the USUSA Education Senator 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.

18. Officer will adhere to university, divisional and departmental fiscal policies and procedures.

II. Programs Sponsored:

1. **College of Education and Human Services Student Council:** The members of the council may include; but not limited to, the following:
   a. Education Student Council Executive Vice President
   b. Programming Vice President
   c. Fundraising Vice President
   d. A department representative for each department in the College of Education and Human Services.
   1. Department representative for each department in the secondary education department, which will not be required to work with the
Education Council, but closely with the Secondary Education Representative.

e. Public Relations Vice President
f. Clubs and Organizations Vice President
g. Faculty Relations Vice President
h. Alumni Relations Vice President
i. Student Concerns Vice President
j. Service Vice President
k. Legislative Vice President
l. Academic Vice President
m. Newsletter Vice President
n. Historian
o. Treasurer
p. Public Affairs Vice President
q. Administrative Assistant
r. Any other position(s) the Education Senator deems necessary

III. Committee Assignments:
   1. USUSA Ad Hoc Executive Council Committee Assignments
   2. Council on Teacher Education
   3. Selected Search Committees
   4. Administrative Council for CEHS
   5. USUSA Academic Senate Ad Hoc Committee Assignments
   6. USUSA Classroom Improvement Committee
   7. USUSA Sophomore Scholarship Committee
   8. Academic Opportunity Fund Allocation Committee
   9. University Student Fee Board (USFB)
  10. Bus Fee Committee (Chair)

IV. Time Expectations:
   1. Officer will complete at least 2 hours daily in assigned office.
   2. Officer will complete 1 info booth hour weekly.
   3. Officer will complete at least 10 myVoice concerns weekly.

I hereby agree that I fully understand my charter and accept full responsibility for my duties as the USUSA Education Senator.

Printed Name: ________________________________

Signed: ________________________________

Date: ________________________________