SENATOR PRO TEMPORE

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

Charter

I. Duties:

1. Assume all responsibilities assigned by the Executive Vice President.
2. Assume all duties of the Executive Vice President whenever the President designates or is absent.
3. Serve as Parliamentarian for USUSA Academic Senate.
4. Serve as a member of the USUSA Academic Senate and any committees, subcommittees or boards as identified in the USUSA General Laws and Charters.
5. Oversee the maintenance of the on-line Academic Opportunity Fund and Sophomore Scholarship applications.
6. Act as the primary administrator over the following committees which will be chaired by the Executive Vice President:
   a. Academic Opportunity Fund Allocation Committee
   b. Classroom Improvement Committee
   c. Sophomore Scholarship Committee
7. Work with the USUSA Administrative Assistant to incorporate policy changes from the Academic Senate into the General Laws and review the General Laws for grammatical or editorial errors.
8. Rules governing Senator Pro Tempore election (ASB 06-13), impeachment (ASB 06-04), interim Senate Pro-Tempore (ASB 06-05), Voting representation (ASB 06-06), and Senate Pro-Tempore replacement (ASB 06-07) are in effect and should be reviewed by the Pro Tempore.
9. Act as a steward of the USUSA Classroom Improvement Fund and the USUSA Sophomore Scholarship Fund, completing and managing all administrative work and generally overseeing these funds as dictated by the Executive Vice President.
10. Continue to fulfill all duties previously assumed as an elected college senator and as outlined in their respective charter.
11. Officer will adhere to university, divisional and departmental fiscal policies and procedures.

II. Committee Assignments:

1. Chair of Library Fee Committee
   a. In the event that the Senate Pro-Tempore already chairs a fee committee as a result of his/her Senator’s charter, he/she shall assign another member of the Academic Senate to chair the Library Fee Committee that does not already chair a fee committee.
2. University Fee Board
3. Stater’s Council
4. USUSA Executive Council
5. USUSA Academic Senate
6. USUSA or USUSAAS ad-hoc committees as appointed
7. Classroom Improvement Fund (Supervise)
   a. Shall act as chair of the Classroom Improvement Fund if for any reason the Executive Vice President fails to form the committee by October 1.
8. USUSA Sophomore Scholarship Committee (Supervise)
   a. Shall act as chair of the USUSA Sophomore Scholarship Committee if for any reason the Executive Vice President fails to form the committee by March 15.

III. 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 Senate Pro Tempore.

Printed Name: _______________________________

Signed: _________________________________

Date: __________________________