PROGRAMMING 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 Programming Vice President hereafter referred to as the Programming 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 programs and initiate new programs to serve a diverse group of students.
4. Be the voice of the Programming Directors on the Executive Council. Introduce and support legislation that is in the best interest of programming campus wide.
5. Have full authority to adopt or change any program or committee as programming trends indicate with approval of the USUSA Programming Board (Athletic and Campus Recreation VP, Campus Diversity and Organizations VP, Service VP, PR Director, Traditions Director, Activities Director, and Arts and Lecture Director, and Programming Advisors).
6. Serve as Chair of the Taggart Student Center Policy Board.
7. 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.
8. Oversee the Student Traditions, Activities and Arts Board (STAB) and programming of the Activities Director, Arts and Lectures Director, and the Traditions Director and other chairs as determined necessary (i.e. WOW Chair, Hospitality Chair, etc.)
9. Act as the chair of the USUSA Programming Board. Hold weekly meetings with this board.
10. Appoint the programming director positions with recommendations from the USUSA President and programming advisor(s).
11. Organize and maintain a volunteer base to ensure retention, motivation and inclusion of students interested in programming at Utah State.
12. During the week of elections the USUSA Programming 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.

II. Programs Sponsored:
1. **Student Traditions, Activities and Arts Board** - This committee shall provide the manpower to implement an effective student activities program. Directors include Activities Director, Arts and Lectures 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. STAB Directors work under the direct leadership of the Programming VP. Each Director works with a functioning committee under their leadership.

2. **Programming Board** - Chair the USUSA programming board, comprised of the Athletic and Campus Recreation VP, Campus Diversity and Organizations VP, Service VP, PR Director, Traditions Director, Activities Director, and Arts and Lecture Director, as well as the programming advisor(s). This board shall meet weekly to calendar events, collaborate efforts, and provide support and resources for all programming endeavors.

3. **WOW** - Week of Welcome is to be held the first full week of instruction of Fall Semester. The Programming Vice President shall oversee this event with the programming Directors acting as event chairs. WOW's mission is twofold: 1) Welcome students back to USU from summer break through programming efforts 2) Increase student awareness of USUSA.

4. **USUSA Elections Committee**: This committee shall assist the Public Relations and Marketing Director and Programming 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. Associated Student Programming Board
2. Student Traditions, Activities and Arts Board (STAB)
3. USUSA Ad Hoc Committee Assignments
4. USUSA Administrative Fee Committee
5. Honorary Degrees and Awards Screening Committee
6. Scheduling Committee
7. Selected Search Committee
8. Stadium/Spectrum Policy Board
9. Taggart Student Center Student Administrative Fee Committee (Chair)
10. Taggart Student Center Policy Board (Chair)
11. University Student Fee Board
12. USUSA Elections Committee (Co-Chair)

IV. Financial Responsibilities:

1. As the elected officer over all USUSA programming it is the responsibility of the Programming VP to appoint and oversee the Programming Directors. Therefore it becomes their responsibility to oversee all budgets & revenue within the programming account.

2. All revenue generated by each programming director will be deposited into their respective accounts for future use. It will be the responsibility of the
Programming VP to monitor these accounts and ensure fiscal responsibility of all student fees.

3. Approval of changes by the USUSA Programming Board that includes the Campus Diversity and Organizations VP, Programming VP, and Service VP, Athletic and Campus Recreation VP, PR Director, Activities Director, Traditions Director, and Arts and Lecture Director.

4. Final Approval by the USUSA Executive Council.

V. 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.
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 Programming Vice President.

Printed Name:____________________________

Signed:__________________________________

Date:______________________