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 CEHS 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 CEHS Senator shall serve as a member of the USUSA Academic Senate and any committee, sub-committee, or Ad hoc committee.
2. The CEHS 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 CEHS 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 CEHS Senator shall meet with the Dean of his or her college at least monthly. This is scheduled through the Dean’s assistant.
   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 CEHS Senator shall attend Department Head/Administrative Council meetings, and other needed college administrative meetings monthly:
   a. Discuss academic issues, student concerns, and keep abreast of college administration/faculty issues
   b. Report on college council progress
6. The CEHS Senator shall conduct, at least, bi-monthly college council meetings. The CEHS Senator may delegate the responsibility to conduct council meetings to the CEHS Student Council Executive Vice President.
7. The CEHS Senator shall discuss current USUSA legislation and senate legislative priorities with the CEHS council and work to accomplish these priorities.
8. The CEHS Senator shall develop programs and events that promote their college and provide college specific opportunities for the students.
9. The CEHS Senator shall appoint a CEHS Student Council Executive Vice President to operate the student council in conjunction with and under the oversight of the CEHS Senator.

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

12. The CEHS Senator shall appoint a representative from the College of Education and Human Services to sit on the Blue Goes Green grant selection committee.

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

14. The CEHS Senator shall actively participate in the new senator retreat and workshops at the end of spring semester.

15. The CEHS Senator shall prepare a year-end report of CEHS Student Council.

16. The CEHS 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 is attended at least once.

17. During the week of elections, the USUSA CEHS Senator will be the financial auditor for candidates running for that same position. In the case of an 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.

19. Officer will ensure that every member of their council or committee be QPR trained during the fall semester of the academic year.

20. The officer will appoint at least one graduate student in collaboration with the Graduate Studies Senator to their respective college council. This student will act as the liaison between the Graduate Student Council and their respective college council and administration.

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. CEHS Student Council Executive Vice President
   b. Student Events Vice President
   c. Academic 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 CEHS Council, but closely with the Secondary Education Representative.

e. Public Relations and Marketing Vice President
f. Clubs and Organizations Vice President
g. Faculty Relations Vice President
h. Alumni Relations Vice President
i. Service Vice President
j. Legislative Vice President
k. Newsletter Vice President
l. Historian
m. Treasurer
n. Public Affairs Vice President
o. Administrative Assistant
p. Graduate Student Vice President
q. Any other position(s) the CEHS 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, 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, which is included in the 10 hours of office hours.
   3. Officer will respond to all assigned myVoice concerns weekly.

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

Printed Name:____________________________
Signed:__________________________________
Date:____________________________________