EXECUTIVE 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 Executive Vice President hereafter referred to as the Executive Vice President

I. Duties:

1. Assume all responsibilities assigned by the USUSA President.
2. Assume all duties of the President whenever the President designates or is absent.
4. Serve as a member of the Executive Council and any committees, sub-committees, or boards as identified in the USUSA General Laws and Charters.
5. Serve as the Chair of and facilitate needed changes in the statutes of the:
   i. USUSA Academic Senate
   ii. USUSA Sophomore Scholarship Committee
   iii. Student Fee Board
   iv. Classroom Improvement Committee
6. Oversee the follow through and implementation of all legislation passed by the USUSA Academic Senate.
7. Responsible for myVoice concerns in the area assigned by the USUSA Student Advocate
8. Coordinate with the USUSA President in the selection of the Administrative Assistant.
9. Oversee the functions of the Administrative Assistant as related to the USUSA Academic Senate.
10. Draft USUSA Academic Senate House Rules, which shall be agreed upon and passed in the first convening of the Academic Senate.
11. Hold Senate Pro Tempore elections during the first Academic Senate Meeting.
12. Coordinate with the USUSA President and Senate Pro Tempore the path of all legislation that contains an academic component.
13. During the week of elections, the USUSA Executive 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 co-chairs will be the auditor.
14. Officer will adhere to university, divisional and departmental fiscal policies and procedures.
15. Meet monthly with the Faculty Senate President in order to keep faculty aware of and engaged in student initiatives.
16. 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.

II. Programs Sponsored:

(*It is strongly recommended that the Executive Vice President place a chair over these activities so he/she has time to concentrate on Senate and Academic Responsibilities.)
1. **Deans Breakfast / Luncheon:** The Executive Vice President will coordinate and plan the Deans Breakfast / Luncheon as needed within the school year.

III. **Committee Assignments:**

1. USUSA Academic Senate (Chair)
2. University Student Fee Board (Chair)
3. Classroom Improvement Committee (Chair)
4. Course Fee Evaluation Committee
5. Curriculum Subcommittee
6. Educational Policies Committee
7. Faculty Evaluation Committee
8. Faculty Senate
9. Mental Health Week Committee
10. Parking and Transportation Advisory Committee
11. Stater’s Council
12. University Physical Resource Planning Committee (UPRPC)
13. USU Campus Store Committee
14. USUSA Ad Hoc Committee Assignments
15. USUSA Executive Council
16. USUSA Sophomore Scholarship Committee (Chair), *See ECR 06-10 as well as the rules and regulations governing the Sophomore Scholarship Committee.*

IV. **Time Expectations:**

A. 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.

B. Officer will complete 1 info booth hour weekly.
   Officer will respond to all assigned myVoice submissions weekly.

I hereby agree that I fully understand my charter and accept full responsibility for my duties as the USUSA Executive Vice President.

Printed Name:____________________________

Signed:__________________________________

Date:________________________