**JON M. HUNTSMAN SCHOOL OF BUSINESS SENATOR**

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 Jon M. Huntsman School of Business Senator (hereafter, “the senator”) is to represent the graduate and undergraduate students in the Jon M. Huntsman School of Business. Various responsibilities, both outlined in this charter and otherwise, are imposed upon or will be expected from the senator by the University and student groups; but these matters, if not directly related to Business students, should be considered secondary in importance.

I. Duties:

1. The Senator shall serve as a member of the USUSA Academic Senate and any committee, sub-committee, or board as identified in the USUSA General Law, Chapter V, Article A.
2. The senator shall have the opportunity to run for the Senator Pro Tempore and act in behalf of the Academic Senate.
3. The 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 legislative priorities, and
   c. Discuss college concerns and issues
4. The senator shall meet with the Dean or Associate Dean of their college as needed, at least monthly.
5. The senator, or a representative from Business Council, shall attend Department Head/Administrative Council, and other needed college administrative meetings, as needed, to:
   a. Discuss academic issues, student concerns, and keep abreast of college administration/faculty issues.
6. The senator will hold a Huntsman Leadership meeting at least once a semester with all student club and organizational leadership. These meetings are to:
   a. Provide other student leaders to have a voice for their constituents which then will be relayed from the senator through the appropriate channels of communication to convey that voice to those whom it may concern.
   b. Build unity and trust within in the school.
   c. Provide leaders the opportunity to discuss what is going well in their organization and ask for help where need from other leaders and the senator.
   d. Allow organizations to share upcoming events to other leaders and the Business Council so these events can be better marketed to the student body.
7. “The senator will hold a town hall meeting each semester in coordination with the Dean’s office to provide students with an opportunity to give feedback, share concerns, and ask questions.”
8. The senator shall uphold the four pillars of the Jon M. Huntsman School of Business and set goals that enhance the college’s Vision, Mission, and Purpose.
9. The senator shall provide training to facilitate a smooth transition for a newly elected senator.
10. The newly elected senator shall actively participate in the new senator retreat/workshop at the end of spring semester.
11. The outgoing senator shall prepare a year-end report of College Council programs and issues.
12. The senator shall prepare “Dashboards” for major events and initiatives
13. The newly elected Business Senator shall work with the Business Council to plan and execute events and programs for Business Week.
14. Appoint a representative from the Huntsman School of Business to sit on the Blue Goes Green grant selection committee.
15. The outgoing senator shall help incoming senator create and help select the incoming Business Council within three weeks of being elected.
16. During the week of elections, the USUSA Business 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.
17. QPR Training- Officer will ensure that every member of their council or committee be QPR trained during the fall semester of the academic year.
18. Officer will adhere to university, divisional and departmental fiscal policies and procedures.
19. The Senator shall meet Fall Semester with the financial officer within Business Services responsible for their college finances. The purpose of the meeting should be to discuss the use of course fees and/or differential tuition within their college. The financial officer within business services has access to how all of these funds were used within the college. A meeting enables the senator to advocate for proper use of funds and alerts the senator to take action should funds be mismanaged.

II. Programs Sponsored:
1. Jon M. Huntsman School of Business Council: The senator shall assign members of the council to positions the senator thinks will best serve the Jon M. Huntsman School of Business, but is required to have:
   1. Council President
   2. Graduate Student Representative (will also represent the Huntsman School of Business on Graduate Student Council) - 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.
   3. (OPTIONAL, BUT STRONGLY RECOMMENDED) To ensure the students voice is well represented on Business Council, it is recommended that the senator has representation from each department in the Jon M. Huntsman School of Business
      a. The senator shall ensure that duties of the Business Council are met as outlined in the Business Council Charter.
b. The senator shall preside over Business Council meetings, at least bi-weekly. During the meeting the Business Council, along with the senator will:
   1. Discuss student concerns and issues within the Jon M. Huntsman School of Business.
   2. Discuss issues that affect Utah State University students, including USUSA legislation and inter-college relations.
   3. Develop events, programs, or activities to promote student involvement in career development, academic excellence, faculty relations, and alumni relations.
   4. Help the school and its student body achieve ethical leadership, entrepreneurial spirit, global vision, and analytical rigor.
   c. Empower students by helping them take ownership of their education.

III. Committee Assignments:
   1. Academic Opportunity Fund Committee
   2. Ad Hoc Executive Council Committee Assignments
   3. Classroom Improvement Committee
   4. Educational Policies Committee
   5. Faculty Evaluation Committee
   6. Jon M. Huntsman School of Business Differential Tuition Advisory Board
   7. Jon M. Huntsman School of Business National Advisory Board
   8. Sophomore Scholarship Committee
   9. University Student Fee Board (USFB)
   10. Aggie Recreation Center 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.
   3. 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 Business Senator.

Printed Name:____________________________

Signed:_______________________________

Date:_________________________