SERIES DIRECTOR

Charter

USUSA Series Director hereafter referred to as the Series Director

I.  Duties:

1.  Work under the direction of the USUSA Student Events VP.
2.  Be responsible for Speaker Series.
3.  Be responsible for Poetry and a Beverage.
4.  Be responsible for Bi-Weekly Series.
5.  Program/sponsor one event within Week of Welcome, Welcome Back Week, and an additional USUSA sponsored week. Refer to pool of established events. *See attached list of established events.
6.  Be responsible for the calendaring, planning, initiating, and administration of student-oriented activities on the campus of Utah State University.
7.  Improve existing programs and initiate new programs to serve a diverse group of students in order to enhance the quality of student life at Utah State University.
8.  Manage the Series Committee; a committee of 10 student volunteers minimum. The committee will help plan and execute all events/programs.
9.  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.
10. Officer will adhere to university, divisional and departmental fiscal policies and procedures.

II.  Program Sponsored:

1.  **Speaker Series**: The purpose of the series is to expose the student body to diverse topics from literature, politics, sports and entertainment. There needs to be at least one Speaker Series event each semester, but there may be more.
2.  **Poetry and a Beverage**: Poetry and a Beverage is an opportunity for students to enjoy late night programming in a substance free environment. There needs to be at least one Poetry and a Beverage each calendar month per fall and spring semester.
3.  **Bi-Weekly Series**: This event provides students a consistent social atmosphere on campus. The event should take place every other week (8 events per semester) and is generally a small format event held in the same location.
4.  **Black and White Jazz Night**: This event gives students a chance to enjoy live jazz music performed by student musicians. The event is intended to provide students with opportunities to socialize in a traditionally classy venue. Black and White Jazz Night should take place at least once a school year.

III.  Committee Assignments:

1.  USUSA Programming Board
2.  Student Traditions Activities and Arts Board (STAB)
3.  Series Committee (Chair)
4. Campus Service Steering Committee
5. USUSA Ad Hoc Committee Assignments

IV. Time Expectations:

1. Officers will complete at least 1 hour daily in the assigned office, for 5 hours a week unless approved by two SILC advisors and the USUSA Student Body President by 2/3 majority.
2. Officer will respond to all assigned myVoice submissions weekly.
3. 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 Series Director.

Printed Name:____________________________
Signed:__________________________________
Date:______________________