VICE PRESIDENT OF STUDENT ALUMNI

The role of the USUSA Executive Council is to enhance the quality of student life through: academics, activities, student concerns, public relations, service, athletics, clubs, organizations and cultural events. This will also be done through individual college, extension, and graduate and legislative student representation.

Charter

USUSA Student Alumni Association Vice President hereafter referred to as the SAA VP

I. Duties
1. Enhance the quality of student life through Traditions, Networking, and Giving opportunities.
2. Serve as a member of the USUSA Executive Council and the Programming Board.
3. Serve as President of the Student Alumni Association (SAA).
4. Appoint and oversee all SAA officers as outlined in the SAA Constitution to include the Executive Assistant Executive of Traditions, Executive of Student Giving, Executive of Public Relations and the Executive of Networking.
5. Chair the SAA Executive Board and hold weekly meeting as outlined in the SAA Constitution.
6. Oversee all Student Traditions, Student Networking, and Student Giving programs and opportunities and associated officers.
7. Verify that all charters of officers are up to date and fulfilled.
8. Improve existing programs and initiate new programs to serve a diverse group of students.
9. During the week of elections, the USUSA SAA VP 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.
10. Meet weekly with the SAA Advisor to ensure that the Executive Officers needs of SAA are being met.
11. Foster positive relationships with other USU organizations and administration to support SAA’s mission.
12. Maintain good standing with the Alumni Association by keeping the SAA office and storage areas clean and organized.
13. Track expenses, maintain the budget, and report to the SAA advisor.
14. Organize and maintain a volunteer base and committee system, as outlined in the SAA Constitution, to ensure retention, motivation and inclusion of students interested in Student Alumni Association programs at Utah State.
15. Attend all SAA meetings and events.
16. Chair and facilitate all General Assembly SAA (GenSAA) Meetings.
17. Officer will adhere to university, divisional, and departmental fiscal policies and procedures.
18. 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 Supported

1. Traditions Programs
   A. True Aggie Night
   B. Homecoming
      a) Parade
      b) Street Painting
      c) “A” on the mountain
      d) Opening Social
      e) Highway Clean-up
   C. A-Week
      a) Ms. USU
      b) Senior Celebration
      c) Senior Breakfast
      d) A-Day
   D. Day on the Quad
   E. Hello Walk
   F. Snowman Gallery Walk

2. Networking Programs
   A. Alumnights
   B. Networking Nights
   C. College Networking Events
   D. Mentoring Program
      a) Take a Grad to the Grind
      b) Female Mentoring Program
      c) Peer-to-Peer Mentoring Program
   E. Alumni Engagement

3. Student Giving Programs
   A. Student Giving Initiatives
   B. Love-A-Donor Week
   C. Tuition Free Day
   D. Senior Gift

III. Committee Assignments

1. Alumni Association Executive Board
2. Scheduling Committee
3. Selected Search Committee
4. Student Activities Administrative Fee Committee
5. Student Advisory Committee
6. USUSA Executive Council
7. USUSA Programming Board
IV. Appointed Positions (Outlined in SAA Constitution)
   1. SAA Executive Assistant
   2. Executive of Traditions
   3. Executive of Networking
   4. Executive of Student Giving
   5. Executive of Public Relations

V. 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.
   4. Officer will attend at least 1 SOAR open house in the summer months.

VI. Further Document Reference
   2. SAA Executive Assistant Charter
   3. SAA Executive of Traditions Charter
   4. SAA Executive Networking Charter
   5. SAA Executive of Student Giving Charter
   6. SAA Executive of Public Relations Charter
   7. SAA Education and Outreach Director Charter
   8. SAA True Blue Director Charter
   9. SAA Senior Gift Director Charter
   10. SAA Homecoming Director Charter
   11. SAA A-Week Director Charter
   12. SAA True Aggie Night Director Charter
   13. SAA Alumnight Director Charter
   14. SAA Mentoring Director Charter
   15. SAA College Networking Director Charter
   16. SAA Campus Outreach Director Charter
   17. SAA Promotions Director Charter
   18. SAA Social Media Director Charter

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

Printed Name: ____________________________

Signed: __________________________________

Date: ______________________