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. Collaborate with other student groups/officers.
   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 each semester. 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 ensure that every member of their council or committee receive the opportunity to receive the Upstander training through an office sponsored training during the fall semester of the academic year.
   11. Officer will ensure that every member of their council or committee receive the opportunity to receive the Diversity training through an office sponsored training during the fall semester of the academic year.
   12. Officer will adhere to university, divisional and departmental fiscal policies and procedures.

II. Program Sponsored:
   1. **Collaboration, should be a larger tier event with higher attendance**
   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.

III. Committee Assignments:
   1. USUSA Programming Board
   2. Events Office
   3. Series Committee (Chair)
4. 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: ____________________________