COLLEGE OF EDUCATION AND HUMAN SERVICES 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 College of Education and Human Services Senator (hereafter, the CEHS Senator) is to represent the undergraduate students in the Emma Eccles Jones College of Education and Human Services. Various responsibilities, both outlined in this charter and otherwise, are imposed upon or will be expected from the senator by University and College of Education and Human Services groups; but these matters, if not directly related to College of Education and Human Services students, should be considered secondary in importance:

I. Duties:

1. The CEHS Senator shall serve as a member of the USUSA Academic Senate and any committee, sub-committee, or Ad hoc committee.
2. The CEHS Senator shall have the opportunity to run for the position of Senator Pro-Tempore and act in behalf of the Academic Senate as a member of USUSA Executive Council.
3. The CEHS 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 legislation priorities
   c. Discuss constituent concerns and issues
4. The CEHS Senator shall meet with the Dean of his or her college at least monthly. This is scheduled through the Dean’s assistant.
   a. Discuss Classroom Improvement Fund
   b. Discuss current USUSA Legislation
   c. Discuss college concerns, issues, and current events pertinent or related to the college
5. The CEHS Senator shall attend Department Head/Administrative Council meetings, and other needed college administrative meetings monthly:
   a. Discuss academic issues, student concerns, and keep abreast of college administration/faculty issues
   b. Report on college council progress
6. The CEHS Senator shall conduct, at least, bi-monthly college council meetings. The CEHS Senator may delegate the responsibility to conduct council meetings to the CEHS Student Council President.
7. The CEHS Senator shall discuss current USUSA legislation and senate legislative priorities with the CEHS council and work to accomplish these priorities.
8. The CEHS Senator shall develop programs and events that promote their college and provide college specific opportunities for the students.
9. The CEHS Senator shall appoint a CEHS Student Council President to operate the student council in conjunction with and under the oversight of the CEHS Senator.

10. The CEHS Senator shall appoint a council member and work closely with him/her to raise funds for a CEHS scholarship funded by the CEHS Student Council. The scholarship is intended to be a one-time award with a suggested award amount of 500 dollars. If 500 dollars was not raised during the school year, then the amount of the award may be adjusted.

11. The CEHS Senator shall participate in and work with the CEHS Ambassadors as outlined in the Ambassadors Constitution.

12. The CEHS Senator shall appoint a representative from the College of Education and Human Services to sit on the Blue Goes Green grant selection committee.

13. The CEHS Senator shall provide training for and facilitate a smooth transition for the newly elected senator which may include, but is not limited to:
   a. One on one time spent observing and learning with the current CEHS Senator
   b. Two transition meetings with the CEHS Council Advisor
   c. One transition meeting with the Dean of the College of Education and Human Services
   d. Updating the New Senator Training Manual to pass on

14. The CEHS Senator shall actively participate in the new senator retreat and workshops at the end of spring semester.

15. The CEHS Senator shall actively participate in attending joint meetings with the newly elected Senator, from the time of the election of the new Senator until the end of the current semester or until each meeting is attended at least once.

16. During the week of elections, the USUSA CEHS Senator will be the financial auditor for candidates running for that same position. In the case of an officer re-running for the same position, a member of the elections committee will be the auditor.

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 be QPR trained during the fall semester of the academic year.

19. 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 college council and administration.

20. 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.

21. It is the responsibility of the senator to advocate for the concerns and interests of their unique constituency. When appropriate, this includes but is not limited to escalating these concerns to the following bodies: the Dean and college administration, the USUSA Student Advocate VP and other members of Executive Council, the Office of Student Affairs, and (if proven necessary) the Office of the President of the University.
II. Programs Sponsored:
   1. **College of Education and Human Services Student Council:** The members of the council may include; but not limited to, the following:
      a. CEHS Student Council President
      b. Events Vice President
      c. Academic Vice President
      d. Social Media and Marketing Vice President
      e. Clubs Vice President
      f. Graduate Student Representative
      g. Secretary
      q. Any other position(s) the CEHS Senator deems necessary

III. Committee Assignments:
   1. USUSA Ad Hoc Executive Council Committee Assignments
   2. Council on Teacher Education
   3. Selected Search Committees
   4. Administrative Council for CEHS
   5. USUSA Academic Senate Ad Hoc Committee Assignments
   6. USUSA Classroom Improvement Committee
   7. USUSA Sophomore Scholarship Committee
   8. Academic Opportunity Fund Allocation Committee
   9. University Student Fee Board (USFB)
   10. Bus Fee Committee (Chair)
   11. Tuition Review Committee or Facility Enhancement Committee, as assigned by the Executive VP

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, which is included in the 10 hours of office hours.
   3. Officer will respond to all assigned myVoice concerns weekly.

I hereby agree that I fully understand my charter and accept full responsibility for my duties as the USUSA CEHS Senator.

Printed Name: ________________________________

Signed: ________________________________

Date: ________________________________