USUSA POSITION DESCRIPTION

USUSA Student Body President

Overview
Utah State University Student Association (USUSA) is established for the betterment of each student’s academic experience, student life, and the University community by providing academic representation, uplifting activities, and ensuring a voice in addressing the reasonable needs and wants of their constituents and stakeholders to the administration.

All officers must adhere to the USUSA Inclusion Statement, which reads:

“You belong here. The Utah State University Student Association includes every USU student — we support the principles of diversity, equity, and inclusion. Demonstrating our commitment to these principles, we support and advocate for every student regardless of race, ethnicity, nationality, sex, gender identity and expression, sexual orientation, age, disability, religion, language, worldview, education, socioeconomic background, family structure, veteran status, and other identities and backgrounds. We condemn and stand up against social injustice in all forms. Our commitment to building a more inclusive environment in our organizations, events, campuses, and communities is ongoing — each of us has a role to play in realizing this vision.”

Required Trainings
1. USUSA Officer Canvas Course
2. Upstander/Title IX
3. Utah Leadership Academy (strongly encouraged)
4. Utah Student Association
5. Board of Trustees Onboarding

Duties & Oversight
1. Adhere to university, divisional and departmental fiscal policies and procedures.
2. Follow all Executive Leadership Board bylaws.
3. Ensure that all committees, sub-committees and boards function within their responsibilities.
4. Respond to MyVoice concerns as assigned by the USUSA Student Body Student Advocate Vice President.
5. Appoint the USUSA Public Relations Director with input from the USUSA Student Body Student Advocate Vice President and one advisor.
6. Appoint the Chief of Staff with input from the USUSA Executive Vice President and one advisor.
7. Make recommendations for all appointments not otherwise provided for by the Constitution, General Laws and position descriptions.
8. Work in conjunction with the PR Director to establish communication with the student body including system-wide emails, news media, and any other available media.
9. Oversee the functions of the Chief of Staff
10. Regularly meet with the Vice President for Student Affairs and University President
11. Organize a joint meeting with all USUSA officers once per semester
12. Ensure every member of chaired councils and committees receive the opportunity to be trained on suicide prevention, upstander/Title IX, and diversity & inclusion during the fall semester of the academic year.
13. Ensure nominations for Student Hearing Board pool (7 members, term April to April. Article VIII. Section 2b)
14. Ensure nominations for USUSA Hearing Board pool (12 members, term January to January. Article V. Section 2b)
15. Call all regular USUSA elections at the beginning of spring semester and any special elections unless otherwise specified
16. During the week of elections, the USUSA President will be the financial auditor for the 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. Along with other outgoing officers, sponsor the USUSA Inaugural Reception for the induction of incoming officers. Oversee the ceremony.

Committee Assignments
1. Stater’s Council (chair)
   a. The President shall chair Stater’s Council. Stater’s Council consists of the University President, college deans and Executive Council along with the USUSA Executive Leadership Board, and any other student offers at the USUSA President’s discretion. The USUSA President will be responsible for coordinating arrangements through USUSA Chief of Staff, Director of Student Involvement and Leadership Center and Vice President for Student Affairs to provide an effective liaison with the Executive Council and the administration. The President sees those presenting legislation and others as invited are in attendance
2. USUSA Elections Committee (co-chair)
3. USUSA Executive Leadership Board (chair)
4. USUSA Logan Executive Council (chair)
5. USUSA Statewide Executive Council (chair)
6. USUSA President’s Cabinet (optional)
   a. Chair or appoint chair for President’s Cabinet. The formation of President’s Cabinet is optional. It’s purpose is to assist the President with initiatives that benefit USU students
7. Tuition Review Committee (chair)
   a. Chair or appoint chair for the Tuition Review Committee. It acts with direction from the University President’s office to make recommendations for programs to sponsor through tuition. See general laws for more information on this committee.
8. Alumni Association Executive Board
9. Board of Trustees
a. Represent USU students to the Board of Trustees by sharing student accomplishments and concerns, reporting the actions of USUSA, selecting students for Resolutions of Commendation, and serving within committees as assigned by the chair.

10. Student Advisory Council
11. University Physical Resources Planning Committee (UPRPC)
12. University Executive Committee (at the discretion of the University President)
13. University Student Fee Board (USFB)
   a. Act as steward over the Activity Fee
14. USUSA and University Ad Hoc Committee Assignments
15. Utah Student Association (USA)
   a. Represent USU students statewide to Utah Higher Education Student Body Presidents, the Utah System of Higher Education, and the Utah State Legislature.

Expectations

1. Officer will complete at least 2 office hours daily Monday through Friday unless documented approval has been received by their direct advisor. Office hours should be done at the officer’s nearest campus or center in a consistent location unless otherwise approved by their direct advisor.
2. Officer will be expected to participate in essential summer activities to fulfill this position description and prepare for the upcoming school year.
3. Attend all mandatory trainings, retreats and events as outlined for your region.
4. Officer will respond to all assigned myVoice submissions weekly.

I hereby agree that I fully understand my position description and accept full responsibility for my duties as the USUSA President. I understand that failure to fulfill these responsibilities may result in disciplinary action as outlined in Article III Section 6 of the USUSA Constitution.

Printed Name: _______________________________
Signed: _____________________________________
Date: _______________________________________