USUSA STATEWIDE CAMPUS
POSITION DESCRIPTION

Vice President, Uintah Basin Service Region

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. Fee Board

Duties & Oversight
1. Maintain good standing per the USUSA Constitution.
2. Assume all duties assigned by the USUSA President.
3. Serve as a member of SC Executive Council, preparing for and attending all meetings unless excused by the USUSA President.
4. Foster relationships with students and the service region’s community.
5. Assist Campus Representatives in creating clubs and organizations, planning activities, and carrying out other Student Association duties as needed.
6. Work under the direction and advice of the USUSA Campus Advisor.
7. Manage and maintain record of the service region’s budget and fees, and meet with the Executive Director or Director of Students to keep them involved with financial decisions.
8. Serve as Campus Representative for any campus within the region lacking those positions.
Trainings
1. Facilitate and conduct training for Campus Representatives at each service region site as needed.

Elections
1. Ensure all elections and appointments are carried out according to SC Student Association rules, laws, and legislation.
2. Ensure all needed changes to USUSA Regional Campus Officer Position Descriptions and Officer Contracts within their region are proposed in a timely manner.

Committee Assignments
1. Service region fee committee, chairperson.
2. Student Representative Committee, chairperson.
3. Regional Council, chairperson and conduct all Regional Council meetings.
4. SC Student Fee Board, member.
5. Executive Council, member

Region Specific Duties
1. Conduct USUSA Uintah Basin Service Region Fee Board Meeting.
2. Attend regularly scheduled meetings with the Associate Vice President of the Uintah Basin’s campus involving the campus leadership team.
4. Plan and execute traditional campus events such as:
   a. Fall Events:
      • Back to School Welcome Activity
      • Harvest/Halloween Event
      • Student Activity for Last Week of Classes/Finals
      • True Aggie Night
      • Watch Party.
   b. Spring Events:
      • Back to School Welcome Activity
      • Love Boat, Mental Health Week
      • Student Activity for Last Week of Classes/Finals
      and help to develop and define new events if necessary to meet the student body’s needs.
5. Coordinate with the campus Associate Vice President of the Uintah Basin Campus to create and execute student awareness events.
6. Work with campus recruiter to arrange for USUSA Region VP & Representatives to support an event.
7. Review with advisor campus vending efforts.

Meetings, Events, and Functions of SC Vice President

The SC Vice President shall represent all SC students within the service region at the meetings, events, and functions outlined in the following table.
<table>
<thead>
<tr>
<th><strong>What</strong></th>
<th><strong>When</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>USUSA officer inauguration</td>
<td>Date in Election Packet</td>
</tr>
<tr>
<td>USUSA Statewide Retreats</td>
<td>Spring and Fall, Dates in Election Packet</td>
</tr>
<tr>
<td>Service Region Fee Board meeting</td>
<td>Date in Election Packet</td>
</tr>
<tr>
<td>SC Executive Council meetings</td>
<td>Bi-weekly</td>
</tr>
<tr>
<td>Regional Council meetings</td>
<td>As agreed, to with regional representatives and advisors (typically held on bi-weekly basis)</td>
</tr>
<tr>
<td>Meet with the Executive Director and Director of Students Operations</td>
<td>At least once per semester</td>
</tr>
<tr>
<td>Personal meetings with USUSA Advisor</td>
<td>As agreed to with Advisor</td>
</tr>
<tr>
<td>Attend recruiting, graduation, open houses, or other events</td>
<td>As available. (minimum four per year)</td>
</tr>
<tr>
<td>Regional Retreats</td>
<td>Summer (early August) &amp; Fall (late December) Arranged with Advisor</td>
</tr>
</tbody>
</table>

I hereby agree that I fully understand my position description and accept full responsibility for my duties as the USUSA Uintah Basin Service Region Vice 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: _______________________________