USUSA STATEWIDE CAMPUS
POSITION DESCRIPTION

Tooele Service Region Vice 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. Fee Board

Duties & Oversight
1. Oversee organization, planning and follow-through of campus student events.
2. Work with designated university staff member(s) to manage campus social media account(s).
3. Show up to all student planned Student Government and campus events.
4. Establish and chair monthly Tooele Statewide Campus Student Government Board meetings (separate from regional council meetings).
5. Be an American Red Cross Blood Drive Leader, helping organize blood drive events for the USU-Tooele Campus.
6. Participate in the transition of position and responsibilities at the end of term.
7. During the week of elections, the USUSA Tooele Region Vice President 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.
8. Officer will adhere to university, divisional and departmental fiscal policies and procedures.
9. Officer will ensure that every member of their council or committee receive the opportunity to be trained on suicide prevention, Diversity and Upstander/Title IX during the fall semester of the academic year.
10. Maintain good standing per the USUSA Constitution

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

Time Expectations
1. Officer will complete at least 5 hours a week unless approved by two SILC advisors and the USUSA Student Body President by 2/3 majority.
2. Attend all mandatory retreats, trainings and events.
3. Work with designated university staff member(s) to manage campus social media account(s).
4. Show up to all student planned Student Government and campus events.
5. Establish and chair monthly Tooele Statewide Campus Student Government Board meetings (separate from regional council meetings).
6. Be an American Red Cross Blood Drive Leader, helping organize blood drive events for the USU-Tooele Campus.
7. Meet with Executive Directive or Director of students, as needed.
8. Schedule and chair the yearly fee board meeting for the Tooele campus.
9. 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 Tooele 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: ______________________________________