USUSA STATEWIDE CAMPUS
POSITION DESCRIPTION

USUSA Vice President, Southwest 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. During the week of elections, the USUSA Southwest Service 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.
3. Officer will adhere to university, divisional and departmental fiscal policies and procedures.
4. 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.
5. Foster relationships with students and service region’s community.
6. Assist Campus Representatives in creating clubs and organizations, planning activities, and carrying out other Student Association duties as needed.
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. Work under the direction and advice of the USUSA Campus Advisor.
9. Serve as Campus Representative for any campus within the region lacking those positions.
10. Assume duties assigned by the USUSA President.

Committee Assignments
1. Service Region Fee Committee, Chair
2. Regional Council, Chair
3. Student Representative Committee, Chair
4. Statewide Executive Council, Member
5. SC Student Fee Board, Member

Time Expectations
1. Officer will complete at least 4 office hours a week in a virtual setting unless approved by your advisor.
2. Attend all mandatory retreats, trainings and events.
3. Attend Southwest Region Graduation Ceremony
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 Southwest 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: _______________________________________