USUSA STATEWIDE CAMPUS
POSITION DESCRIPTION

USUSA-Brigham City 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. Maintain good standing per the USUSA Constitution.
2. Adhere to university, divisional and departmental fiscal policies and procedures.
3. Work under the direction and advice of the USUSA Brigham City Region and Student Involvement & Leadership Center (SILC) advisors.
4. Respond to all assigned myVoice submissions weekly.
5. Assist in creating and maintaining USUSA SC Clubs & Organizations for the Brigham City Region.
6. Serve as Campus Representative within the Brigham City Region if lacking that position.
7. Ensure that every member of 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. Facilitate and conduct other training as needed.

8. Ensure all needed changes to Officer Charters and Contracts for the Brigham City Region are proposed in a timely matter.

9. During the week of elections, the USUSA Brigham City 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.

10. Ensure all elections and appointments are carried out according the SC Student Association rules, laws, and legislation.

11. Maintain an electronic calendar to be utilized by the Brigham City and Kaysville campuses.

12. Maintain open communication with campus representatives, advisors and administration.

Committee Assignments
1. Brigham City Regional Council, chairperson
2. Brigham City Regional Fee Board Committees, chairperson
3. Brigham City Regional Elections Committee, chairperson
   - In case of the officer re-running for the same position, a member of the elections committee will be the chairperson.
4. Brigham City/Tremonton Planning Committee, member
5. Kaysville Planning Committee, member
6. Executive Council, member

Time Expectations
1. Attend all mandatory retreats, trainings and events as outlined in the election packet.
2. Complete at least 4 hours weekly during fall and spring semester, unless approved by your USUSA advisor(s). Summer semester hours as available.
3. Attend Executive Council meeting biweekly.
4. Attend Brigham City/Tremonton Planning Meeting a minimum of once per month.
5. Attend Kaysville Planning Meeting a minimum of once per month.
6. Attend events a minimum of one event per semester at each Kaysville and Brigham City/Tremonton campus.
7. Meet with Associate Vice President or designee a minimum of once a semester.
8. Respond to all myVoice submissions weekly.

I hereby agree that I fully understand my position description and accept full responsibility for my duties as the USUSA Brigham City 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.