USUSA STATEWIDE CAMPUS
POSITION DESCRIPTION

Vice President, Blanding 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 the students 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 or SC Advisor.
4. Attend and conduct all meetings of the USUSA Blanding Executive Council unless excused by the USUSA Blanding Advisor.
5. Foster relationships with all students and the community to help create a positive environment and sense of community.
6. Be responsible for MyVoice concerns in the USU Blanding Campus folder.
7. Oversee the functions of the USUSA Blanding Officers.
8. Meet regularly with the USU Blanding Associate Vice President and/or Director of Students.
9. Work under the direction and advice of the USUSA Blanding Advisors.
10. Manage and maintain record of the service region’s budget and fees, and meet with the USUSA Blanding Advisor to keep them involved with financial decisions.
11. Serve as Campus Representative for any campus within the region lacking those positions.
12. Officer will ensure that every member of their council or committee receive the opportunity to be QPR trained through an office sponsored training during the fall semester of the academic year.
13. Officer will adhere to university, divisional and departmental fiscal policies, procedures, and Student Code of Conduct.

II. Trainings
1. Facilitate and conduct training for Campus Representatives at each service region site as needed.

III. 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 Statewide Campus Officer Charters and Officer Contracts within their region are proposed in a timely manner.

IV. Program Sponsored
1. **Connections:** Participate and provide a welcome speech at the closing Luminary Event to all incoming freshmen, faculty/staff and speakers. Walk with students, faculty/staff & presenters to the Friendship Amphitheater then head toward the BAEC for the University President’s broadcast to see them address all connection students.
2. **Week of Welcome:** Participate in the first week of each fall/spring semester, the Week of Welcome event, to kick-off the semester each August and January. Attend fall prep week to plan for the week of daily activities that incorporate events to welcome students to USU Blanding Campus.
3. **Halloween Carnival/Trunk or Treat:** Assist in the planning and coordinating of this annual event. This event is open to all students, their families and the community. Hosted and sponsored by USUSA Blanding and campus clubs and organizations.
4. **Hogan:** Help oversee the scheduling and operation of the USU Blanding Hogan made available to current students and other departments on campus who have the opportunity to utilize the Hogan for classes, meetings, and gatherings towards gaining academic success and personal growth.
5. **Student Nutrition Access Center:** Prepare for in-person patron browsing, answer
questions and assist patrons.
6. **Powwow**: Coordinate, market and signup volunteers for the Native American powwow.
7. **Commencement**: Provide the opening welcome at the USU Blanding Campus May Commencement.

V. Committee Assignments
1. Service region student fee committee (Chair).
2. Regional Council (Chair) and conduct all Regional Council meetings.
3. Student Rep Committee (Chair).
4. Advisory Meetings (Chair).
5. SC Executive Council (Member)
6. SC Student Fee Board (Member).

VI. Time Expectations
1. Officer will complete at least one hour daily in assigned office hour, for 5 hours a week unless approved by two USUSA Blanding Advisors and the USUSA Blanding Service Region Vice President by 2/3 majority.
2. Officer will answer and respond to email and myVoice submissions daily.
3. Attend all mandatory retreats, trainings and events.
4. Officer will attend at least one Open House event.

Meetings, Events, and Functions of USUSA Blanding Service Region Vice President

The USUSA Blanding Service Region 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>What</th>
<th>When</th>
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<tbody>
<tr>
<td>USUSA Officer Inauguration</td>
<td>Spring, date in Election Packet</td>
</tr>
<tr>
<td>Retreats &amp; Trainings</td>
<td>Spring and fall, dates in Election Packet</td>
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<tr>
<td>Service Region Student Fee Board meeting</td>
<td>Fall, Date in Election Packet</td>
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<tr>
<td>SC Executive Council meetings</td>
<td>Bi-Weekly</td>
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<tr>
<td>Regional Council Meetings</td>
<td>Weekly, as agreed with Advisor and Executive Council</td>
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<tr>
<td>Meet with Associate Vice President or Director of Students</td>
<td>At least once per semester</td>
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<tr>
<td>Personal meetings with USUSA Advisor</td>
<td>As agreed by with Advisor throughout the fall/spring semesters</td>
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</tbody>
</table>
Be available during office hours to help students, answer emails, MyVoice submissions, help coordinate activity/events with Exec Council, create flyers, clean, organize the Exec VP office and assist students when they utilize SNAC.

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Duties</th>
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<tbody>
<tr>
<td>1 hour daily/5 hours per week in the USUSA office</td>
<td>Recruiting (parade), Commencement (mandatory), Open House (must attend at least one), Fall prep week (mandatory), Origins, Day on the Quad, Paint the town Blue, End of the Year Bash (as available) and help with Elections week (train new Exec VP).</td>
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</tbody>
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I hereby agree that I fully understand my position description and accept full responsibility for my duties as the **USUSA Blanding 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: ________________________________