USUSA POSITION DESCRIPTION

USUSA Eastern Service Region Chief of Staff

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. Transition Training
4. USUSA Eastern Service Region Retreat
5. Diversity, Equity, and Inclusion Training
6. USU Eastern Catalyst
7. Utah Leadership Academy (ULA) *Strongly Encouraged

Duties
1. Serve on all USUSA eastern Service Region Executive Council and Advisory Board meetings as a non-voting member.
2. Serve as a member on the USUSA Eastern Service Region Budget Committee.
3. Serve as a member USUSA Eastern Service Region Student Fee Board.
4. Oversee the schedule of the Activities Office, Diversity, Inclusion and Equity Center, and the Nexus.
5. Toward the end of appointment, prepare a report suggesting specific changes to structure, administration, budget, or otherwise for the incoming USUSA Eastern Service Region Executive Council.
6. Prepare meeting agendas prior to every meeting and distribute agenda to USUSA Eastern Service Region Vice President.
7. Type meeting minutes for all USUSA Service Region Executive Council and Advisory Board meetings. Distribute all meeting minutes to USUSA astern Region Officers prior to the next scheduled meeting. Email approved meeting minutes to Tracey Johnson at tracey.johnson@usu.edu to have them published on the website.
8. Create a schedule for offices and the Nexus. Maintain the cleanliness of all offices, the Nexus, and all USUSA Eastern Service Region storage areas.
9. Ensure all USUSA Eastern Service Region members contact information is current.
10. Take attendance at all meetings and activities and prepare a report at mid-term, and the end of each semester.
11. Ensure all trainings, activities, programs and events are scheduled and listed on the USU Eastern calendars.
12. Officer will adhere to university, divisional and departmental fiscal policies and procedures.
13. 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.
14. Maintain good standing per the USUSA Constitution.

Committee Assignments
1. USUSA Eastern Service Region Executive Council
2. USUSA Eastern Service Region Advisory Board
3. USUSA Eastern Service Region Budget Committee
4. USUSA Eastern Service Region Student Fee Board

Time Expectations
1. Officer will complete at least 5 hours weekly in assigned office.
2. Officer will have a minimum of 80% attendance and participation for activities.
3. Officer will attend 3 athletic games per semester, for 6 athletic games per year.
4. Officer will respond to all assigned myVoice submissions weekly.
5. Officer will check personal and USUSA Eastern email several times weekly.
6. Attend weekly required meetings.
7. Attend all summer council meetings.
8. Meet monthly with USUSA Eastern Region Advisors.
9. Attend all mandatory trainings and retreats.

I hereby agree that I fully understand my position description and accept full responsibility for my duties as the USUSA Eastern Service Region Chief of Staff.

Printed Name: ________________________________

Signed: ________________________________

Date: ________________________________