USUSA POSITION DESCRIPTION

USUSA Eastern Service Region Club & Organization Representative

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 as a voting member on all USUSA Eastern Service Region Advisory Board
2. Meet monthly with Club Council. These meetings should be at the same time & location throughout the semester.
3. Meet individually with each Club’s President and Advisor once every semester.
4. Act as a liaison between USUSA Eastern Service Region and other organizations on campus.
5. Oversee club registration on qualtrics.
6. Toward the end of term, prepare a report suggesting specific changes to structure, administration, budget, or otherwise for the incoming USUSA Eastern Service Region Executive Council.
7. Ensure clubs submit registration forms at the beginning of each academic year to maintain active status.
8. Keep a log of club presidents, advisors, and status with contact information.
9. Officer will adhere to university, divisional and departmental fiscal policies and procedures.
10. Maintain good standing per the USUSA Constitution

**Programs Sponsored**

1. **Club Rush**: At the beginning of each semester students can sign up for clubs represented on the Eastern campus. All clubs should be present at this event.
2. **Mr. USUE**: Plan and execute the annual Mr. USUE in the fall semester.
3. **Blue Blast**: Plan and execute the annual Blue Blast Block Party the Saturday before fall semester begins. This event is for incoming and returning students to become familiar with clubs and organizations on campus as well as resources in the community.
4. **Club President Recognition Dinner**: formal dinner to highlight and recognize the club presidents and advisors for the work they have done throughout the academic year.

**Committee Assignments**

1. **USUSA Eastern Service Advisory Board**
2. **USUSA Eastern Service Student Fee Board**
3. **USUSA Eastern Service Club Committee (Chair)**
4. **USUSA Eastern Service Region Diversity, Equity, and Inclusion Committee**

**Time Expectations**

1. Officer will check personal and USUSA Eastern email several times weekly.
2. Attend weekly required meetings.
3. Officer will complete at least 5 hours weekly in assigned office.
4. Officer will have a minimum of 80% attendance and participation for activities.
5. Officer will attend 3 athletic games per semester, for 6 athletic games per year.
6. Meet weekly with USUSA Eastern Service Director of Diversity, Equity, and Inclusion
7. Meet monthly with USUSA Eastern Region Advisors

I hereby agree that I fully understand my position description and accept full responsibility for my duties as the USUSA Eastern Service Region Club & Organization Representative

Printed Name: _______________________________

Signed: _____________________________________

Date: _______________________________________