USUSA POSITION DESCRIPTION

USUSA Eastern 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 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 member, and chair all meetings of the USUSA Eastern Service Region Executive Council, Advisory Board, and Presidency Cabinet.
2. Serve as a member, and chair the Appointment Committee that appoints the Chief of Staff, Diversity Representative, Bachelor/Non-Traditional/and Alumni Liaison, Club and Organization Representative, Athletic and Campus Recreation Representative, Traditions/Events Coordinator, Public Relations Manager, and Operations Manager.
3. Serve as a member, and chair USUSA Eastern Service Region Budget Committee.
4. Serve as a voting member on the USUSA Statewide Executive Council.
5. Serve as a voting member on the USU Eastern Regional Advisory Board.
6. Serve as a member, and chair USUSA Eastern Service Region Student Fee Board.
7. Serve as a voting member on the USUSA Statewide Campus Fee Board.
8. Appoint Chief of Staff with the input and recommendation from the USUSA Eastern Service Region Appointment Committee.
9. Oversee the functions of the Chief of Staff.
10. Conduct summer office hours at the discretion of the advisor to assist with the planning and preparation for the coming year.
11. 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.
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 (Chair)
2. USUSA Eastern Service Region Advisory Board (Chair)
3. USUSA Eastern Service Region Presidency Cabinet (Chair)
4. USUSA Eastern Service Region Appointment Committee (Chair)
5. USUSA Eastern Service Region Budget Committee (Chair)
6. USU Eastern Regional Advisory Board
7. USUSA Eastern Service Region Student Fee Board (Chair)
8. USUSA Statewide Campus Fee Board
9. USUSA Eastern Service Region Ad Hoc Committee Assignments
10. USUSA Statewide Executive Council

Positions Appointed by Officer
1. Chief of Staff

Time Expectations
1. Officer will complete at least 7 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. Attend biweekly meeting with USU Eastern Associate Vice President.
9. Meet weekly with USUSA Eastern Region Advisors.
10. 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 Vice President.

Printed Name: _______________________________

Signed: _____________________________________

Date: _______________________________________
