USUSA POSITION DESCRIPTION

USUSA Logan 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. Utah Leadership Academy (strongly encouraged)

Duties & Oversight
1. During the week of elections, the USUSA Logan Executive VP 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.
2. Assist with the selection of the Logan Public Relations Director.
3. Officer will adhere to university, divisional and departmental fiscal policies and procedures.
4. Respond to MyVoice concerns as assigned by the USUSA Student Body Student Advocate Vice President.
5. 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.
6. Serve as chair and facilitate needed changes in the statutes of the:
   a. TSC Policy Board
7. Make recommendations to the USUSA Logan Executive Council(s) for all appointments not otherwise provided for by the Constitution, General Laws and position descriptions.

8. Conduct summer office hours at the discretion of the advisor to assist with New Student Orientation and plan the Aggie Blue Leadership Conference.

9. Produce the Aggie BLUE Leadership Conference
   a. This conference is designed to train student leaders in leadership skills. Assists in the coordination and development of the annual USUSA Fall Leadership conference. Select Aggie BLUE committee members and facilitators. Work with the Student Involvement and Leadership Center staff in programming, organizing, planning, developing, creating, and executing the conference.

10. Student Legal Services
    a. Free legal advice from a competent, qualified lawyer will be offered by USUSA to the general student body.
    b. Oversee the execution of the Student Legal Services program and the USUSA Student Attorney.
    c. Work to publicize this resource to students and ensure appointment scheduling information is posted on the USUSA website.

11. Vice President’s Committee (optional): The Logan Vice President has the responsibility of being or selecting a chair for the Vice President’s Committee and organizing the goals and direction of the group. This committee should be used to help the Logan Vice President fulfill goals for the office. This should also give a chance to develop future schools’ leaders.

**Committee Assignments**

1. Aggie Life and Wellness Center and Legacy Fields Policy Board
2. Athletic Council Gender and Minority Issues Subcommittee
3. Mental Health Week Committee
4. Architectural Review Committee
5. Athletic Budget & Administration Subcommittee
6. Athletic Council
7. Mental Health Week Committee
8. Learning Resources Council
9. Student Advisor Council
10. Taggart Student Center Policy Board (chair)
11. USUSA Activity (Service/Activities) Administrative Fee Committee (Chair)
12. Parking and Transportation Advisory Committee
13. Space Management Committee
14. University Student Fee Board (USFB)
15. University/Community Relations Executive Committee
16. USU Campus Store Committee
17. USUSA Ad Hoc Committee Assignments
18. USUSA Building (Stadium/Spectrum) Administrative Fee Committee (Chair)
Time Expectations

1. Officer will complete at least 2 hours daily in assigned office, for 10 hours a week unless approved by two SILC advisors and the USUSA Student Body President by 2/3 majority.
2. Attend all mandatory trainings, retreats and events.
3. Officer will respond to all assigned myVoice submissions weekly.

I hereby agree that I fully understand my position description and accept full responsibility for my duties as the USUSA Logan 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: ________________________________