USUSA POSITION DESCRIPTION

USUSA 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 their constituents and stakeholders 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. Compile accurate record of the proceedings of the Academic Senate, Logan Executive Council, Statewide Executive Council, and Executive Leadership Board meetings and any other meeting as assigned by the President; minutes shall be available within 48 hours of each meeting.
2. File and download all legislation, posting 1st and 2nd item readings of legislation online for students to read.
3. Upload agendas and minutes from Academic Senate, Logan Executive Council, Statewide Executive Council, and Executive Leadership Board meetings onto the USUSA website.
4. Update the Legislative Status Report.
5. **Administrative Operations:** This assignment is to prepare agendas and record minutes of all Academic Senate, Logan Executive Council, Statewide Executive Council, and Executive Leadership Board, and Capital Support meetings.
Responsibilities include the preparation and distribution of all Academic Senate, Logan Executive Council, Statewide Executive Council, and Executive Leadership Board, and Capital Support bills and resolutions. Additionally, the Chief of Staff shall organize meeting time for Capital and Support meetings.

6. **Legislative Status Report**: This record contains legislative items with their respective identification number, author name(s), and a content summary and applicable dates.

7. **Board of Trustees Report**: This responsibility includes writing and framing the Resolution of Commendation for each Board meeting. You are also required to prepare the USUSAreport and submit it with the Resolution of Commendation.

8. **President’s Cabinet Chief of Staff**: Duties include preparing agendas, organizing goals, and coordinating cabinet member work.

9. **Stater’s Council**: Prepare agendas and record minutes, schedule room, order food, and provide updates on past legislation.

### Committee Assignments

1. Ex Officio, Non-Voting
   a. USUSA Executive Leadership Board
   b. USUSA Logan Executive Council
   c. USUSA Statewide Executive Council
   d. USUSA Academic Senate
   e. USUSA Capital and Support
   f. President’s Cabinet
   g. Stater’s Council
   h. Other committees as assigned

### Time Expectations

1. Officer is not expected to complete office hours, but should be available by appointment for meetings with students or advisors.

2. Attend all mandatory retreats, trainings and events as outlined for your region.

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 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: ________________________________