SENATOR PRO TEMPORE

The role of the USUSA Student Government is to enhance the quality of student life through: academics, activities, student concerns, public relations, service, athletics, clubs and organizations, cultural events. This will also be done through individual college, extension, graduate, and legislative student representation.

Charter

I. Duties:
1. Assume all responsibilities assigned by the Executive Vice President.
2. Assume all duties of the Executive Vice President whenever the President designates or is absent.
3. Serve as Parliamentarian for USUSA Academic Senate.
4. Serve as a member of the USUSA Academic Senate and any committees, sub-committees or boards as identified in the USUSA General Laws and Charters.
5. Oversee the maintenance of the on-line Academic Opportunity Fund and Sophomore Scholarship applications.
6. Work with the USUSA Administrative Assistant to incorporate policy changes from the Academic Senate into the General Laws and review the General Laws for grammatical or editorial errors.
7. Rules governing Senator Pro Tempore election (ASB 06-13), impeachment (ASB 06-04), interim Senate Pro-Tempore (ASB 06-05), Voting representation (ASB 06-06), and Senate Pro-Tempore replacement (ASB 06-07) are in effect and should be reviewed by the Pro Tempore.
8. Act as a steward of the USUSA Classroom Improvement Fund and the USUSA Sophomore Scholarship Fund, completing and managing all administrative work and generally overseeing these funds as dictated by the Executive Vice President.
9. Continue to fulfill all duties previously assumed as an elected college senator and as outlined in their respective charter.
10. Officer will adhere to university, divisional and departmental fiscal policies and procedures.

II. Committee Assignments:
1. USUSA or USUSAAS ad-hoc committees as appointed
2. Advising Working Group
3. USUSA Academic Opportunity Fund (Chair): Manage the Academic Opportunity Fund in coordination with the Student Involvement and Leadership Center. The committee membership will consist of each college Senator. A report shall be compiled at the end of each year detailing to whom money was allocated.
4. USUSA Sophomore Scholarship Committee (Supervise)
   a. Shall act as chair of the USUSA Sophomore Scholarship Committee if for any reason the Executive Vice President fails to form the committee by March 15.

I hereby agree that I fully understand my charter and accept full responsibility for my duties as the USUSA Senate Pro Tempore.

Printed Name:____________________________
Signed:__________________________________