USUSA POSITION DESCRIPTION

USUSA Jon M. Huntsman School of Business Senator

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)

The main purpose of the Jon M. Huntsman School of Business Senator (hereafter, “the senator”) is to represent the graduate and undergraduate students in the Jon M. Huntsman School of Business. Various responsibilities, both outlined in this charter and otherwise, are imposed upon or will be expected from the senator by the University and student groups; but these matters, if not directly related to Business students, should be considered secondary in importance.

Duties & Oversight
1. The Senator shall serve as a member of the USUSA Academic Senate and any committee, sub-committee, or board as identified in the USUSA General Law, Chapter V, Article A.
2. The senator shall have the opportunity to run for the Senator Pro Tempore and act in behalf of the Academic Senate.
3. The senator shall actively participate in weekly Academic Senate meetings, which will include, but not be limited to:
a. Discuss current USUSA Legislation
b. Discuss progress of senator’s legislative priorities, and
c. Discuss college concerns and issues

4. The senator shall meet with the Dean or Associate Dean of their college as needed, at least monthly.

5. The senator, or a representative from Business Council, shall attend Department Head/Administrative Council, and other needed college administrative meetings, as needed, to:
   a. Discuss academic issues, student concerns, and keep abreast of college administration/faculty issues.

6. The senator will hold a Huntsman Leadership meeting at least once a semester with all student club and organizational leadership. These meetings are to:
   a. Provide other student leaders to have a voice for their constituents which then will be relayed from the senator through the appropriate channels of communication to convey that voice to those whom it may concern.
   b. Build unity and trust within the school.
   c. Provide leaders the opportunity to discuss what is going well in their organization and ask for help where need from other leaders and the senator.
   d. Allow organizations to share upcoming events to other leaders and the Business Council so these events can be better marketed to the student body.

7. “The senator will hold a town hall meeting each semester in coordination with the Dean’s office to provide students with an opportunity to give feedback, share concerns, and ask questions.”

8. The senator shall uphold the four pillars of the Jon M. Huntsman School of Business and set goals that enhance the college’s Vision, Mission, and Purpose.

9. The senator shall provide training to facilitate a smooth transition for a newly elected senator.

10. The newly elected senator shall actively participate in the new senator retreat/workshop at the end of spring semester.

11. The outgoing senator shall prepare a year-end report of College Council programs and issues.

12. The senator shall prepare “Dashboards” for major events and initiatives

13. The newly elected Business Senator shall work with the Business Council to plan and execute events and programs for Business Week.

14. Appoint a representative from the Huntsman School of Business to sit on the Blue Goes Green grant selection committee.

15. During the week of elections, the USUSA Business Senator 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.

16. Council Training: Officer will ensure that every member of their council or committee have the opportunity to be trained on suicide prevention, Upstander/Title IX, and diversity & inclusion during the fall semester of the academic year.

17. Officer will adhere to university, divisional and departmental fiscal policies and procedures.

18. The Senator shall meet Fall Semester with the financial officer within Business Services responsible for their college finances. The purpose of the meeting should be to discuss
the use of course fees and/or differential tuition within their college. The financial officer within business services has access to how all of these funds were used within the college. A meeting enables the senator to advocate for proper use of funds and alerts the senator to take action should funds be mismanaged.

19. It is the responsibility of the senator to advocate for the concerns and interests of their unique constituency. When appropriate, this includes but is not limited to escalating these concerns to the following bodies: the Dean and college administration, the USUSA Student Advocate VP and other members of Executive Council, the Office of Student Affairs, and (if proven necessary) the Office of the President of the University.

20. Jon M. Huntsman School of Business Council: The senator shall assign members of the council to positions the senator thinks will best serve the Jon M. Huntsman School of Business, but is required to have:
   1. Council President
   2. Graduate Student Representative (will also represent the Huntsman School of Business on Graduate Student Council) - The officer will appoint at least one graduate student in collaboration with the Graduate Studies Senator to their respective college council. This student will act as the liaison between the Graduate Student Council and their respective college council and administration.
   3. (OPTIONAL, BUT STRONGLY RECOMMENDED) To ensure the students voice is well represented on Business Council, it is recommended that the senator has representation from each department in the Jon M. Huntsman School of Business
      a. The senator shall ensure that duties of the Business Council are met as outlined in the Business Council Charter.
      b. The senator shall preside over Business Council meetings, at least bi-weekly. During the meeting the Business Council, along with the senator will:
         1. Discuss student concerns and issues within the Jon M. Huntsman School of Business.
         2. Discuss issues that affect Utah State University students, including USUSA legislation and inter-college relations.
         3. Develop events, programs, or activities to promote student involvement in career development, academic excellence, faculty relations, and alumni relations.
         4. Help the school and its student body achieve ethical leadership, entrepreneurial spirit, global vision, and analytical rigor.
            c. Empower students by helping them take ownership of their education.

Committee Assignments
1. Academic Opportunity Fund Committee
2. Ad Hoc Executive Council Committee Assignments
3. Educational Policies Committee: reviews proposals for change in University curricula, grading practices and general education, and conducts studies necessary to the development and implementation of its recommendations. It examines all courses periodically to keep them up to date.
4. Faculty Evaluation Committee: this committee shall (1) assess methods for evaluating faculty performance; (2) recommend improvements in methods of evaluation; (3) recommend methods of faculty development; and (4) decide university awards for Professor and Advisor of the Year.

5. Jon M. Huntsman School of Business Differential Tuition Advisory Board

6. Jon M. Huntsman School of Business National Advisory Board

7. Sophomore Scholarship Committee

8. University Student Fee Board (USFB)

9. Aggie Recreation Center Fee Committee (Chair)

10. Tuition Review Committee or Facility Enhancement Committee, as assigned by the Executive VP

**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 retreats, trainings 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 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: _______________________________________