USUSA STATEWIDE CAMPUS CHARTER

Executive Vice President, Moab

Overview
The Student Association at each statewide campus (SWC) enhances the quality of student life through focus on academics and activities. These goals will be accomplished through student association officers. The SWC Executive Vice President for the service region will address student concerns, advance public relations, and assist in writing legislation. Failure to perform any of the duties and responsibilities listed below will result in the loss of financial assistance and continued appointment.

Duties of Executive Vice President
The SWC Executive Vice President shall:

Representation
1. Maintain good standing per the USUSA Constitution.
2. Assume all duties assigned by the SWC President.
3. Serve as a member of SWC Executive Council, preparing for and attending all meetings unless excused by the SWC President.
4. Foster relationships with students and the service region’s community.
5. Assist Campus Representatives in creating clubs and organizations, planning activities, and carrying out other Student Association duties as needed.
6. Work under the direction and advice of the USUSA Campus Advisor.
7. Manage and maintain record of the service region’s budget and fees, and meet with the Executive Director or Director of Students to keep them involved with financial decisions.
8. Serve as Campus Representative for any campus within the region lacking those positions.
9. Answer emails and respond to the USUSA MyVoice account.

Trainings
10. Attend all SWC Student Association and SWC Executive Council trainings and retreats.
11. Facilitate and conduct training for Campus Representatives at each service region site as needed.

Elections
12. Ensure all elections and appointments are carried out according to SWC Student Association rules, laws, and legislation.
13. Ensure all needed changes to USUSA Statewide Campus Officer Charters and Officer Contracts within their region are proposed in a timely manner.

Committee Assignments
14. Service region fee committee, chairperson.
15. Regional Council, chairperson and conduct all Regional Council meetings.
16. SWC Student Fee Board, member.
17. Student Rep Committee, chairperson.

Region Specific Duties

Meetings, Events, and Functions of SWC Executive Vice President

The SWC Executive Vice President shall represent all SWC students within the service region at the meetings, events, and functions outlined in the following table.

<table>
<thead>
<tr>
<th>What</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>USUSA officer inauguration</td>
<td>Date in Election Packet</td>
</tr>
<tr>
<td>Retreats</td>
<td>Spring and Fall, Dates in Election Packet</td>
</tr>
<tr>
<td>Service Region Fee Board meeting</td>
<td>Date in Election Packet</td>
</tr>
<tr>
<td>SWC Executive Council meetings</td>
<td>Bi-weekly</td>
</tr>
<tr>
<td>Regional Council meetings</td>
<td>As agreed to with regional representatives and advisors</td>
</tr>
<tr>
<td>Meet with the Executive Director or Director of Students Operations</td>
<td>At least once per semester</td>
</tr>
<tr>
<td>Personal meetings with USUSA Advisor</td>
<td>As agreed to with Advisor</td>
</tr>
<tr>
<td>Attend recruiting, graduation, open houses, or other events</td>
<td>As available, not mandatory</td>
</tr>
</tbody>
</table>