

## **PRESIDENTIAL REPORTS (1 position available)**

### **Executive Assistant:**

- Assists the President in day-to-day functions and needs
- Manages communication with the Executive Council, Student Council, etc.
- Records, publish, and distributes minutes from Executive Council and Student Council meetings
- Assists in the creation and implementation of Presidential and Executive initiatives
- Assists the President in organizing and facilitating student fee hearings
- Acts as the historian for UVUSA in compiling and archiving relevant information and documentation

## **CONNECTION BRANCH (3 positions available)**

The Connection Branch focuses on connecting students at large to campus. This comes through overseeing the "Get Involved at UVU" form responses, collaborating on initiatives with other campus services to create greater awareness, and promoting a positive culture within UVUSA. This branch also serves to help create a sense of belonging across campus through helping students at large learn about involvement opportunities and resources across campus.

### **Inclusion Chairs (2):**

- Organizes a student Inclusion Committee and facilitates regularly held meetings focused on coordinating efforts to implement student driven initiatives
- Continues and/or develops opportunities for the general student body to participate in both educational and social programming promoting diversity and inclusivity
- Actively pursues the voice and opinion of students from underrepresented populations including but not limited to multicultural or international students to promote effective and accurate representation

### **Civic Engagement Chair:**

- Works with all branches of Student Council in creating a Judicial Council to define and interpret UVUSA constitutional violations, issues, or concerns
- Serves as the Chair of the UVUSA Elections Committee
- Serves as Parliamentarian to assist in maintaining order and compliance with meeting and/or constitutional protocol in Student Council meetings
- Provides regular pertinent local, state, and national legislative updates to the Student Council
- Coordinates lobbying efforts on a state level as directed by the Executive Council of UVUSA in conjunction with University Relations
- Promotes civic and political engagement on campus by encouraging dialogue and critical thinking
- Directs voter registration campaigns

## **ACADEMIC SENATE (7 positions available)**

The UVUSA Student Senate works directly with the Deans of each college or school to represent the student body on department committees. Senators also assist with any special projects or needs within each college or school. The college or school senator is the ongoing representative for the voice of the students they represent within their designated majors during student council processes and student fee hearings. Duties and responsibilities include, but are not limited to:

- Meeting with designated Dean at least twice per month
- Actively pursuing student feedback on academic issues, policies being reviewed by UVUSA Student Council, specific college or school matters, campus programming and all aspects of campus student life
- Coordinating and organizing monthly student outreach within respective college or school
- Assisting in the organization of supplemental activities such as campus-wide speakers and forums

- Recruiting, training, and retaining fellow students to serve as department representatives for each department within respective college or school to provide additional student involvement
- Meeting with department representatives at least twice per month to stay connected with the student leader and be updated on each academic department and their efforts to help students succeed
- Overseeing campus suggestion/question boxes and online suggestion tools
- Attending meetings with academic administrative staff (Deans and Department Chairs) to discuss and advocate for student concerns
- Serving on various campus-wide committees to contribute the student perspective on specific topics
- Aiding in the development of academic two-year, four-year, and graduate school programs

#### **Senator Positions:**

- **College of Engineering and Technology Senator**
- **College of Health and Public Service Senator**
- **College of Humanities and Social Sciences Senator**
- **College of Science Senator**
- **School of the Arts Senator**
- **School of Education Senator**
- **Woodbury School of Business Senator**

*\*\*NOTE: Senators must be an officially declared major within a department housed in the college or school they are appointed to represent*

#### **STUDENT ACTIVITIES CHAIRS (6 available positions)**

The UVUSA Student Activities Branch plans opportunities for the entire UVU student body to engage in large-scale campus events and entertainment. These events should focus on all demographics and populations across campus. Duties and responsibilities for Activities Chairs include, but are not limited to:

- Creating large scale events that appeal to all demographics of students at UVU
- Recruiting, training, and retaining a committee (Green Team) of at least five (5) students to assist with events and publicity
- Create excitement about events through active marketing, publicity and promotion
- Utilizing events as a tool to collect feedback from the student body to advocate for student needs

*\*\*NOTE: Those serving in Activities Chair positions should make efforts to arrange class schedules in order to have themselves or committee members available to publicize events during peak student traffic hours in the hallways (Monday/Wednesday OR Tuesday/Thursday 10am – 1pm).*

Additional positions available on Student Council:

- **Assistant to the Vice President of Connection (1)**
- **Assistant to the Vice President of Academics (1)**
- **Assistant to the Vice President of Activities (1)**

The Assistants to the UVUSA Vice Presidents assist in maintaining workflow of their branch. The assistant manages communication for the branch, provides administrative support to the Vice President, and participates in volunteer recognition and morale initiatives.

These positions do not have voting rights on Student Council.

Duties and responsibilities include, but are not limited to:

- Assisting Vice President in answering questions and requests from the student body
- Taking notes of assignments at meetings
- Assisting in recruitment, retention, and recognition efforts for volunteers, committee members, or department representatives
- Completing projects as assigned and delegated by their respective Vice President
- Support the Executive Assistant's historian duties for UVUSA by documenting events, activities, projects, initiatives, and accomplishments for their branch