



Department Representative Volunteer Responsibilities & Expectations

Department representatives are an important part of UVUSA as they not only represent our organization to the wider Utah Valley University community but also are advocates for all the students that share their chosen major. The following is a list of the expectations and responsibilities that are part of being a UVUSA Department Representative-

The organization will provide for you:

- Beneficial and life-enriching experiences.
- Comprehensive orientation and general training sessions.
- Opportunities for professional development and social interaction with other volunteers and students.
- A Department Representative Handbook, providing information on your responsibilities.

Duties & Responsibilities:

- Commit to a full year as a Department Representative.
- Available every Tuesdays 1:00 - 2:00 pm.
- Attend all joint Senate/ Department Representative Meetings, held twice a month.
- Meet with your College or School Senator at least twice a month.
- Meet with your Department Chair at least twice a month.
- Attend, as often as possible, UVUSA activities, events, speakers, etc.
- Work with your senator to execute monthly surveying, tabling, outreach or forum in your college or school.
- Assist UVUSA Senate with university wide forums throughout the year.
- Create an account with Campus Groups, and log all hours spent in your duties and responsibilities.

UVUSA Asks You to:

- Promote and attend UVUSA Senate events.
- Continuously promote Utah Valley University, exemplifying a responsible, kind, honest, and caring student.
- Be proactive in bettering your department.
- Effectively and respectfully seek to hear and communicate the student's voice.
- Educate yourself on the department you represent within your college or school.
- Be willing and able to serve as a representative, promoting the retention, success, and voice of all students.
- Notify organizations beforehand if you will be absent from meetings or if you have arranged for a substitute to attend.
- Conduct yourself in an appropriate and ethical manner at all times.
- Have fun and agree to ask questions and seek answers as needed.

With my signature, I agree that I have read, understand, and agree with all of the Department Representative Volunteer Responsibilities & Expectations and will strive to fulfill all requirements.

Signature

Date

Printed Name

UVU ID

Department/Major

College/School

Preferred Email

Phone Number