

MEMORANDUM 1617-37

August 12, 2016

TO: Members of the Executive Committee

FROM: Marc J. Cohen, President

SUBJECT: Appointment of Ashleigh-Ann Sutherland as Acting Representative for Doctoral-Granting Institutions, Graduate Division

Action Requested

The proposed resolution appoints Ashleigh-Ann Sutherland as Acting Representative for Doctoral Granting Institutions, Graduate Division.

Resolution

I recommend that the Executive Committee adopt the following resolution:

Resolved that Ashleigh-Ann Sutherland be, and hereby is appointed Acting Representative for Doctoral-Granting Institutions-Graduate Division, effective immediately. This appointment shall continue from the date of appointment until an election can be held to permanently fill the position.

Background

Appointed by the Executive Committee, the Acting Representative for Doctoral Granting Institutions, Graduate Division serves as a member of the Executive Committee representing their sector until such time as an official representative can be elected.

The Acting Representative will be responsible to:

- Make weekly contacts with respective constituency representatives as assigned by the Executive Committee.
- Serve on at least one (1) standing or ad hoc committee of the Student Assembly.

- Submit a monthly report to the Secretary at the specified due date before each Executive Committee meeting.
- Perform any additional duties as determined by the Student Assembly or the Executive Committee.

Ashleigh-Ann's resume may be found through Google Drive or upon request.