

TO: Members of the Executive Committee  
FROM: Thomas D. Mastro, President  
SUBJECT: Appointment of Carolyn Sheridan as Executive Aide to the Assembly  
DATE: December 13, 2015

Action Requested: The proposed resolution appoints Carolyn Sheridan as Executive Aide to the Student Assembly of the State University of New York.

I recommend that the Executive Committee adopt the following resolution:

Resolved that Carolyn Sheridan be, and hereby is appointed, Executive Aide to the Student Assembly of the State University of New York effective immediately. This appointment shall continue from the date of appointment until May 31, 2016.

Background: Appointed by the Executive Committee, the Executive Aide to the Assembly will report to the President and the Chief of Staff, and will be a part of the President's Cabinet. The Executive Aide to the Assembly will be responsible to: Aide in a variety of areas which include being in attendance at Executive Committee meetings/conferences as directed by the President or Chief of Staff. Implementation of staff development activities. Assist with speech and grant writing. Assist with event and conference operations. Assist the President and Chief of Staff. Work to assist the Cabinet as directed by the President and Chief of Staff.

Carolyn's resume may be found through Google Drive or upon request.