



## **MEMORANDUM**

**June 6, 2015**

**TO: Members of the Executive Committee**

**FROM: Thomas D. Mastro, President**

**SUBJECT: Appointment of Morgan Wood as Executive Aide to the Assembly**

### **Action Requested**

The proposed resolution appoints Morgan Wood as Executive Aide to the Assembly.

### **Resolution**

I recommend that the Executive Committee adopt the following resolution:

Resolved that Morgan Wood be, and hereby is appointed, Executive Aide to the Assembly 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.

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