



## **MEMORANDUM**

**June 6, 2015**

**TO: Members of the Executive Committee**

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

**SUBJECT: Appointment of Christopher Wallace as the Deputy Director of New Media**

### **Action Requested**

The proposed resolution appoints Christopher Wallace as the Deputy Director of New Media

### **Resolution**

I recommend that the Executive Committee adopt the following resolution:

Resolved that Christopher Wallace, and hereby is appointed Deputy Director of New Media effective immediately. This appointment shall continue from the date of appointment until May 31, 2016.

### **Background**

Appointed by the Executive Committee, the Deputy Director of New Media will report to the Chief of Staff, Deputy Chief of Staff, the Director of Communication and be a part of the President's Cabinet.

The Deputy Director of New Media will be responsible to the Executive Board, the Executive Committee, and the Student Assembly on matters related to the media relations in addition to serving as the Student Assembly.

The Deputy Director of New Media will be responsible to:

- Assist the Director of Communication in all social media areas.

- Create a plan and timeline for improving branding and social media for the Assembly.
- Assist the DOC in expanding the exposure and communication of the Assembly.
- Assist the DOC and President with other relevant tasks as requested.

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