



**MEMORANDUM 1617-01**

**June 4, 2016**

**TO: Members of the Executive Committee**

**FROM: Marc J. Cohen, President**

**SUBJECT: Appointment of Nicholas Simons for Chief of Staff, External Affairs**

**Action Requested**

The proposed resolution appoints Nicholas Simons as Chief of Staff of External Affairs

**Resolution**

I recommend that the Executive Committee adopt the following resolution:

Resolved that Nicholas Simons be, and hereby is appointed Chief of Staff of External Affairs effective immediately. This appointment shall continue from the date of appointment until May 31, 2017.

**Background**

Appointed by the Executive Committee, the Chief of Staff for External Affairs will report to the President and be a part of the President's Cabinet.

The Chief of Staff for External Affairs will be responsible to the Executive Board, the Executive Committee, and the Student Assembly on matters related to legislative affairs and communications.

The Chief of Staff for External Affairs will:

- Oversee the departments of Legislative Affairs and Communications.

- Follow up with the two departments on a regular basis, offer assistance with their duties, and act as a sounding board for ideas to offer input.
- Assist the President with other relevant tasks as requested.

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