



MEMORANDUM 1617-04

June 4, 2016

TO: Members of the Executive Committee

FROM: Marc J. Cohen, President

SUBJECT: Appointment of Carolyn Sheridan for Special Assistant to the President

Action Requested

The proposed resolution appoints Carolyn Sheridan for Special Assistant to the President.

Resolution

I recommend that the Executive Committee adopt the following resolution:

Resolved that Carolyn Sheridan be, and hereby is appointed Special Assistant to the President effective immediately. This appointment shall continue from the date of appointment until May 31, 2017.

Background

Appointed by the Executive Committee, Special Assistant to the President will report to the President and shall serve as part of the President's Cabinet.

The Special Assistant to the President will be responsible to the President for assisting with their duties.

The Special Assistant to the President will:

- Aide in a variety of areas which include being in attendance at Executive Committee meetings/conferences as directed by the President or Chiefs of Staff.
- Assist with speech and grant writing.
- Assist with event and conference operations.
- Assist the President and Chiefs of Staff.
- Work to assist the Cabinet as directed by the President and Chiefs of Staff.

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