



MEMORANDUM 1617-05

June 4, 2016

TO: Members of the Executive Committee

FROM: Marc J. Cohen, President

SUBJECT: Appointment of Marie Jackson for Assistant to the Vice President

Action Requested

The proposed resolution appoints Marie Jackson as Assistant to the Vice President.

Resolution

I recommend that the Executive Committee adopt the following resolution:

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

Background

Appointed by the Executive Committee, the Assistant to the Vice President will report to the Vice President.

The Assistant to the Vice President will be responsible to the Vice President for assisting with their duties including, but not limited to, committee work, travel arrangements, and other duties as assigned by the Vice President.

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