

MEMORANDUM 1617-06

June 4, 2016

TO: Members of the Executive Committee

FROM: Marc J. Cohen, President

SUBJECT: Appointment of Jason Cheung for Assistant to the Secretary

Action Requested

The proposed resolution appoints Jason Cheung as Assistant to the Secretary .

Resolution

I recommend that the Executive Committee adopt the following resolution:

Resolved that Jason Cheung be, and hereby is appointed Assistant to the Secretary 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 Secretary will report to the Secretary .

The Assistant to the Secretary will be responsible to the Secretary for assisting with their duties including, but not limited to:

- Assist the Secretary with compiling and distributing the minutes of Executive Committee meetings.
- Assist the Secretary with compiling and distributing the minutes of each Committee.
- Assist the Secretary with compiling a list of contacts for student government leaders across the system.

- Assist the Secretary with other relevant tasks as requested.

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