

**MEMORANDUM 1617-08**

**June 4, 2016**

**TO: Members of the Executive Committee**

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

**SUBJECT: Appointment of Manik Elahi as the Director of Communications**

**Action Requested**

The proposed resolution appoints Manik Elahi S. as the Director of Communications

**Resolution**

I recommend that the Executive Committee adopt the following resolution:

Resolved that Manik Elahi S., and hereby is appointed Director of Communication effective immediately. This appointment shall continue from the date of appointment until May 31, 2017.

**Background**

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

The Director of Communications 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 press officer.

The Director of Communication will be responsible to:

- Any and all correspondence between the Student Assembly and the media.
- Serve as a personal liaison between the President and approved media correspondents.
- Statements for and by the President as requested or as necessary.
- Write and administer press releases as requested and approved by the President.
- Create the Student Assembly Newsletter and be in charge of printing the Student Assembly Newsletter, which must be printed for both fall and spring conference.
- Draft and disseminate an additional newsletter each semester, beyond the one required for that semester's conference.
- Assist the Secretary, oversee any and all social media efforts including proposing a plan to increase outreach and interaction with students and the community.
- Oversee the Deputy Director of Communications and Press Secretary.
- Assist the President with other relevant tasks as requested.

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