

**MEMORANDUM 1617-05**

**October 12, 2016**

**TO: Members of the Executive Committee**

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

**SUBJECT: Appointment of Darren Pikul for Assistant to the Vice President**

**Action Requested**

The proposed resolution appoints Darren Pikul as Assistant to the Vice President.

**Resolution**

I recommend that the Executive Committee adopt the following resolution:

Resolved that Darren Pikul 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, Conference Planning and other duties as assigned by the Vice President.

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