



MEMORANDUM 1718-02

June 10, 2017

TO: Members of the Executive Committee

FROM: Marc J. Cohen, President

SUBJECT: Appointment of Carolyn Sheridan for Deputy Chief of Staff

Action Requested

The proposed resolution appoints Carolyn Sheridan as Deputy Chief of Staff

Resolution

I recommend that the Executive Committee adopt the following resolution:

Resolved that Carolyn Sheridan be, and hereby is appointed Deputy Chief of Staff effective immediately. This appointment shall continue from the date of appointment until May 31, 2018.

Background

Appointed by the Executive Committee, the Deputy Chief of Staff will report to the President and be a part of the President's Cabinet.

The Deputy Chief of Staff will be responsible to the President for assisting with their duties.

The Deputy Chief of Staff will:

- Aide in a variety of areas which include being in attendance at Executive Committee meetings/conferences as directed by the President.
- Assist with event and conference operations.
- Assist the President and Chief of Staff.

- Work to assist the Cabinet as directed by the President.

Carolyn's resume may be found upon request.