



MEMORANDUM 1718-05

June 10, 2017

TO: Members of the Executive Committee

FROM: Marc J. Cohen, President

SUBJECT: Appointment of Taylor O'Halloran for Director of Communications

Action Requested

The proposed resolution appoints Taylor O'Halloran as Director of Communications

Resolution

I recommend that the Executive Committee adopt the following resolution:

Resolved that Taylor O'Halloran be, and hereby is appointed Director of Communications effective immediately. This appointment shall continue from the date of appointment until May 31, 2018.

Background

Appointed by the Executive Committee, the Director of Communications will report to the President and be a part of the President's Cabinet.

The Director of Communications will be responsible to the Chief of Staff, President, Executive Committee, and Student Assembly.

The Director of Communications will:

- Responsible for correspondence between the Student Assembly and the media.

- Serve as a personal liaison between the President and approved media correspondents.
- Be responsible for statements for and by the President as requested or as necessary.
- Write and administer press releases as requested and approved by the President.
- Oversee COBALT and its development including regular updates and site maintenance.
- Oversee social media platforms.
- Assist the President and Chief of Staff as directed.

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