



**MEMORANDUM 1718-12**

**June 10, 2017**

**TO: Members of the Executive Committee**

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

**SUBJECT: Appointment of Jakob Webster for Assistant to the Treasurer**

**Action Requested**

The proposed resolution appoints Jakob Webster as Assistant to the Treasurer

**Resolution**

I recommend that the Executive Committee adopt the following resolution:

Resolved that Jakob Webster be, and hereby is appointed Assistant to the Treasurer effective immediately. This appointment shall continue from the date of appointment until May 31, 2018.

**Background**

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

The Assistant to the Treasurer will be responsible to the Treasurer for assisting with their duties.

The Assistant to the Treasurer will:

- Principal advisor to the Treasurer on all matters.
- Assist the Treasurer with development and dissemination of the budget
- Assist the Treasurer in coordinating the Finance Committee and any other such bodies deemed necessary.

- Other duties as assigned by the Treasurer.

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