



MEMORANDUM 1718-19

June 10, 2017

TO: Members of the Executive Committee

FROM: Marc J. Cohen, President

SUBJECT: Appointment of Amanda Lynch for Executive Aide to the Chief of Staff

Action Requested

The proposed resolution appoints Amanda Lynch as Executive Aide to the Chief of Staff

Resolution

I recommend that the Executive Committee adopt the following resolution:

Resolved that Amanda Lynch be, and hereby is appointed Executive Aide to the 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 Executive Aide to the Chief of Staff will report to the Chief of Staff and be a part of the President's Cabinet.

The Executive Aide to the Chief of Staff will be responsible to the Chief of Staff for assisting with their duties.

The Executive Aide to the Chief of Staff will:

- Act as a Principal advisor to the Chief of Staff on all matters.
- Assist the Chief of Staff with development and dissemination of meeting minutes

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- Assist the Chief of Staff in dissemination of resolutions and other communications to appropriate parties.
- Other duties as assigned by the Chief of Staff.

Amanda's resume may be found upon request.