|  |  |  |
| --- | --- | --- |
| **COmmittee/ Group/ Region:** | Executive Council | **Date:**  |
|  **Title:**  |
| **ENCLOSURES:**   |
| **1. Background:**  |
| **2. Purpose**  |
| **3. EXECUTION:** 1. **METHOD:**

  **B. PROJECT DEVELOPMENT:****PHASE I** (**Preparation Phase**, **[timetable]**): **PHASE II** (**Execution Phase**, **[timetable]**)**:** .**PHASE III (Review Phase [timetable]**):   **C. TASKS:** |
| **Officers** | - President:- President elect:- Secretary: - Treasurer:  |
| **Region Representatives**  | - |
| **Constitution & By-Laws** | - |
| **GAC** |  |
| **Membership** |  |
| **Public Relations** |  |
| **CUATC** |  |
| **Scholarship** |  |
| **Honors & Awards** |  |
| **Student Affairs** |  |
| **CEP** |  |
| **Annual Meeting** |  |
| **COORDINATING INSTRUCTIONS:****TIMELINE**: **5 March 12**: Submit request to Officers**7 March 12**: EC will discuss if changes are needed and proceed **12 March 12:** President will assign members to task group**4 April 12:** Initial revisions submitted to EC**21 APRIL 12**: Final recommendations submitted to EC**5 MAY 12**: Project complete |
| **4. Funding and Budget:** This will be a zero cost and zero income project |
| **5. PROJECT GROUP DETAILS:** Project leader: Jay Sedory, President Elect, 434-262-6151 cellProject group: 2 EC members, 2 regular members, 1 committee chair |

