|  |  |  |  |
| --- | --- | --- | --- |
| **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 cell  Project group: 2 EC members, 2 regular members, 1 committee chair | | | |

