

MEMORANDUM FOR: EAA Board of Directors

STAT FROM:

President

SUBJECT: Appointment of Assistant to the President

STAT 1. has been assigned as Deputy Chief of the Benefits and Services Division, Office of Personnel, a position which has traditionally been involved in the day-to-day administration of EAA affairs. In order that she may carry out these duties, I ask that you formally appoint her to the position of Assistant to the President with authority to sign checks on the EAA account.

2. Please indicate your vote for that proposal beside your name on the attached sheet.

STAT

Attachment

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