

45UAE1 Agenda

1st Exec Meeting of Fall 2013
130-3pm Sunday, September 8, 2013

0. UA 2013-14 (130-145)

1. New Business

1. Officer Operating Structure (145-215)
 - a. Chart
 - b. Asana, Google Calendar, Gmail, Google Drive
 - c. Monthly Meeting Schedules of Officers, Exec and Council
 - d. Devin, Shruti, Cory, Isaac
2. Exec Expectations (215-230)
 - a. Autonomous
 - b. Policy & Action
 - c. Exec Bi-weekly
 - d. Council if required
 - e. Chair Check-in
3. UA Budget (Cory)
4. Proposed changes to UA Election Code

2. Upcoming Events

1. UA Council meeting 9/11
2. Meeting Sanjay Sharma 9/12
3. Boston Half-Marathon 9/15
4. UA Exec Pictures

3. Updates

1. Summer Recap
 - a. Swartz Report
 - b. Dorm Security Changes
 - c. BC Murals
2. Emad Taliep is new Student Support & Wellness Chair
3. Turner new CVC Co-Chair
4. No CPL this year
5. Find new ASA Treasurer to replace Cory
6. Need a UA Rep to ASA
7. Institute Committees: Electronic records, Student benefits, Curricula, SHR

Appendix 1.1.a Operating Structure

A	B	C	D	E	F
Pres - Sidhanth	VP - Devin	CoS - Shruti	Treas - Cory	Sec - Isaac	
EXTERNAL Face of Organisation * Admin: Reif, John Reed, Grimson, Kaiser, Ruiz, Kirk, Freeman, Colombo, Sharma, Leah, Collin, Alumni Ass., Housemaster	EXTERNAL Work w/ President on building relationships w/ admin Admin: Humphreys, Baker, Norman, Soriero	Inst Committee's *Oversee ~ 75 people. Meet with 15 people a week (3 lunch meetings a week) *Constant communication w/ the chairs of the Committees	Treasurer Finboard Project Manager/Check-In (Bi-weekly) Athletics Dining & Housing Events	Develop Exec, Council, Officer Agendas Notes at said meetings Newsletter Orderfood	
*Students: Dorne, Philine, DormConn, Tech, Student Groups, Press Ops	Institute Wide Task Force on Education	Vision for the posn FPC, CUP, COC, COD, CAP, CoS	Finboard Spec Projects Sus	Kaplan/Princeton Review Room Bookings Communication with Council and Exec	
Institute Committees	INTERNAL Education Czar	Ath/Din/Ed/Supp/MITx/2 Tech Systems			
*CJAC, PAC, Compton	*Bi-weekly one hour check-in with MITx, MIT 2030, Education	Connect the dots of policy and link the Inst. Comm	PR	Manage Infinite Board, Website, Emails to	
Faculty Meetings		FPC. WAB as rep	Verify online check-in every week		
INTERNAL Run UA Council Meetings	Run Exec Meetings	Faculty Meetings	SHR & CRD	Front Eye Seat to Org	
UA Exec Meetings		Comment: Every policy issue should go through the CoS - advise the P/VP on the changes and our response			
UA Advisory Committee					
Meetings with select Committee Chairs every month					

Appendix 1.1.c Monthly Meeting Schedules of Officers, Exec and Council

Officers – once a week.

Exec – Bi-weekly(alternate w/ Council). Exec meetings should serve as a sounding board for ideas, a place for open discussion – not merely status updates.

Council – Bi-weekly

Appendix 1.2 Chair Check-in

This is Cory's baby, and this is the platform he has come up with.

<http://ua.mit.edu/exec/chair-checkin/>