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

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