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Student Government Association, Northeastern University

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MONTHLY REPORT

Chief of Staff Terry MacCormack

September 2011

Submitted October 1, 2011

Project Updates:

- With the start of fall Senates, completed a number of administrative functions in relation to membership recruitment, tracking and retention. Specifically: updating the roster on a daily basis, approving new Senators as they come in, preparing each roster, preparing promotional items for the first senate including the informational cards for each committee/board;
- Along with EVP Pett and Executive Director Dwyer, held the SGA Information Sessions during Welcome Week; attendance was better than expected;
- Began holding "Welcome to Senate" meetings with EVP Pett and Parliamentarian Holmes for new senators before their first Senate meeting;.
- Prepared the committee and board attendance workbook for this fall so that committee chairs can keep track of attendance, and so office hours can be determined;
- Sent out the first two "SGA Senator Update" emails of the year, informing Senators of their constituency and expiration of their terms. Addressing technical issues with the email marketer as they come up;
- Spent many hours working with Senator Splain and EVP Pett on launching the new SGA website. Site launch occurred on the evening of September 25. Following website launch, several issues with the server and document administrator were found. These were dealt with after only a few days and as of the end of the month, the site is fully functional and updated;
- Working with President Sabo on planning the Senator retreat coming up in mid-October. Have secured transportation, a chaperone and have created a form;
- Administered Election prize distribution;
- Worked with President Sabo, EVP Pett and Senators Rice and Rogers, as well as Christopher Nelson and Keyne Cahoon from Residential Life on the Association's involvement with MicroFridge deliveries;
- Hired new office assistants;
- Working with Executive Director Dwyer on preliminary outreach event planning, including the ordering of giveaways and food;
- Worked with EVP Pett and other Cabinet members on creating Surveys of the Week, which will be coming in October;
- Promotion and coordinating Association involvement in CBA Town Hall with VP Wojdyla;
- Ordered "Brought to you by SGA" banner and "New Senator Guides" promotional materials.

Scheduled Meetings:

- President Sabo: As needed;
- EVP Pett and Parliamentarian Holmes: Weekly before Senate, as needed;
- Marina Macomber, Advisor: As needed for budget approval;
- George Sarikas, Director of SABO: As needed for budget concerns.