

## MEMORANDUM

To: SSSP Board of Directors  
FROM: Shirley A. Jackson, 2022-2023 SSSP President  
RE: Report from the Ad Hoc Committee to Draft the Executive Officer Contract  
DATE: July 13, 2023

The Ad Hoc Committee members are Sarah Jane Brubaker, Susan M. Carlson, Heather E. Dillaway, Shirley A. Jackson, and Michele Smith Koontz. Communication from the SSSP Administrative Officer, Michele Smith Koontz on May 24, 2023 confirmed the Board's decision to hire Miriam Lopez to draft an agreement regarding Executive Officer, Elroi Windsor's contract. Information from Miriam is still being gathered by Michele. The contract will flesh out areas such as vacation time, distribution of work hours and days, and a clarification of workload expectations. Additional information will be shared with the Board as it becomes available.