GOAL: FINANCES

Increase accountability, transparency, and efficiency of the Society through regulating and streamlining transfers, policies and code sections surrounding the AMS funds. Transfers include to external organizations (e.g. UBC), and internal within the AMS (e.g. to general Budget from reserves); Funds (Endowment Fund, Ombudspersons Fund, Health and Dental Fund etc).

SUB-GOALS:

1. Review transfers of funds to external organizations and internal departments. Compile a list of all transfers and reserves. Create a template of what supporting documents need to be included in further research.
   
   Deadline: August 2014

2. Review and collection of supporting documents such as referendum questions, Memorandum of understanding, contracts, code sections, archives etc. Prepare a report that summarizes findings and includes funds and transfers where appropriate documents are outdated or missing.

   Deadline: October 2014

3. Create or update the documents describing funds and transfers (referendum questions, Memorandum of understanding, contracts, code sections, and archives).

   Deadline: January 2015

4. Present the research to the Council. Seek council’s approval of new code sections, MOUs, contracts. Send the documents to external organizations and implement new policies internally.

   Deadline: May 2015

METRICS OF SUCCESS:

- Compiled list of all transfers and funds; including the template of documents needed
- Creation of the report that summarizes the research surrounding funds and transfers; including status of all supporting documentation
- Implement new policies through: appropriate committees, commissions, or Council’s approval; signed documents between the AMS and other organizations.
GOAL: SUSTAINABILITY

Increase student awareness of the AMS environmental initiatives, sustainability office and available funds.

SUB-GOALS:

1. Develop clear criteria, mandate, or guideline for the Sustainability Projects Fund.
   Deadline: September 2014

2. Creation and continuous monitoring of an integrated energy dash board system. Creation of the dashboard system includes visual representation of data, type of data, and frequency of updates.
   Deadline: January 2015;

3. Creation of periodic programs for the AMS Sustainability Centre that reflect current campus and AMS events; programs include educational and informational events.
   Deadline: May 2015

4. Closely work with the communications department to actively promote sustainability display pieces in the New SUB, Sustainability Initiative Fund, sustainability programs in the AMS Sustainability Centre and rooftop Garden.
   Deadline: May 2015

METRICS OF SUCCESS:

- Complete implementation within the deadline of sustainability projects such as Timber, Runoff, Sustainable Wall Art projects, sustainability-themed pocket lounge.
- Complete implementation of sustainability dashboard in AMS Sustainability Centre.
- Committee’s approval of criteria, mandate, or guideline for the Sustainability Projects Fund.
- Ongoing communication pieces regarding AMS Sustainability Centre and Rooftop Garden to students. Sustainability program and initiatives updates sent to clubs on a bi-monthly basis.
- Creation of a calendar of all Sustainability programs on the AMS Sustainability website.
GOAL: CLUBS- FINANCES

Implement new management tools such as customer relation management software, online waiver forms and Ecommerce. Ensure that the process of implementation of new clubs financial management tools is started.

SUB-GOALS:

1. Create timeline for implementation of all new management tools (CRM, Ecommerce, online waivers Financial tools, clubs financial systems)
   
   Deadline: August 2014

2. Conduct Consultations with clubs treasurers and permanent staff
   
   Deadline: September 2014

3. Research and choose the most appropriate products; adjustment of available products to reflect the AMS practices and policies.
   
   Deadline: October 2014

4. Pilot new CRM, ecommerce system, and online waiver forms. Make any necessary adjustments and train treasurers
   
   Deadline: January 2015

5. Conduct second round of consultations with club’s treasurers and permanent staff. Collect feedback on new CRM, Ecommerce, and online waiver forms. Collect data on clubs financial management systems.
   
   Deadline: March 2015

METRICS OF SUCCESS:

- Finalized timeline of implementation of all new systems presented to Fincom and SAC

- Conducted consultations with club treasurers in a form of two surveys. Conducted meetings with at least 5 permanent staff members (the ones that will work with the systems the most)

- Hired an individual responsible for technical side of implementation and chosen final products.

- Complete implementation of CRM, ecommerce, and online waiver forms; instructions and training for new treasurers incorporated in treasurer’s orientations and Fincom’s policy
AMS Oversight Committee

GOAL: FIXED ASSETS ASSESSMENT

Streamline, conduct, and complete the process of clubs and constituencies fixed assets assessment.

SUB-GOALS:

1. Create a process for clubs fixed assets assessment; develop policies, form of data collection, way of implementing new processes, enforcement mechanisms, etc. The process should be prepared to be followed for future years as currently there is nothing in place.

   Deadline: October 2014

2. Conduct clubs and constituencies fixed assets assessment using the new process.

   Deadline: January 2015

3. Compile data from the assessment and write a report that includes challenges and recommendation for adjustment for the following years.

   Deadline: March 2015

4. Input and measure fixed assets data into financial systems in order to track discrepancies and create content for a final financial report.

   Deadline: May 2015

METRICS OF SUCCESS

- Developed and written process for assessing clubs and constituencies fixed assets presented to and ratified by FinCom.

- Finalized 30% of clubs and constituencies fixed asset assessment; data collected

- Written reports: evaluation of the assessment and summary of fixed assets of the Society presented to Council