

**For the Month of: April**

**Last Updated:**

**GUIDE TO ANSWERING THE TIMELINE GRID:**

**Task number:** Please number all your tasks for the specific month in question.

**Task:** State in a succinct manner the name or a brief description of your project.

**Responsible Body:** Who will be executing this task? Committee, Personnel, Council as whole etc.

**Mandated by:** What authorizes/prompts this task? Bylaw, Code, Policy, Motions, Membership Requests, Constituencies etc.

**Duration of Project:** Is there a time limit to complete the task? Will it be ongoing/recurring? Will it require renewal or continuation at another time?

**Approvals Required:** Will a committee (s) or another delegated body need to approve this? Does this require an approval from Council or another stakeholder?

**Consultation:** Will multiple committees, people, groups and external stakeholders be consulted in this task?

**Support:** Does this task require internal AMS staff support? I.e. HR, Communications etc.

**Additional Notes:** Are there any other details to note for this task?

<b>Task no.</b>	<b>Task</b>	<b>Responsible Body</b>	<b>Mandated by</b>	<b>Duration of Project</b>	<b>Approvals Required</b>	<b>Consultation</b>	<b>Support</b>	<b>Additional Notes</b>
<b>1</b>	<b>SSM report to Council</b>	<b>SSM</b>	<b>Code</b>					<b>Last Council meeting of semester</b>
<b>2</b>	<b>Exec goals final report to Council</b>	<b>Exec</b>	<b>Policy I-9</b>					<b>At last meeting of Exec term</b>
<b>3</b>	<b>AMS-Common Energy Evaluation and Report</b>	<b>AVP Sustainability, Sustainability Funds Administrator</b>	<b>MoU with Common Energy</b>					<b>At end of semester</b>
<b>4</b>	<b>Advertise at large positions on committees</b>	<b>President</b>	<b>Code</b>				<b>Communications Department, Admin Asst</b>	<b>Two weeks before first Council meeting in May</b>
<b>5</b>	<b>Council Orientation</b>	<b>Executive Committee</b>	<b>Code</b>				<b>HR Dept.</b>	<b>In April or May</b>



<b>6</b>	<b>Review Credit Card Policy</b>	<b>Finance Committee</b>	<b>Policy I-14</b>		<b>Council</b>	<b>Exec, VP Finances of Constituencies</b>	<b>Managing Director, Accounting Office</b>	<b>April 24, 2022</b>
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