

For the Month of: August

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?

Task no.	Task	Responsible Body	Mandated by	Duration of Project	Approvals Required	Consultation	Support	Additional Notes
1	Advertise at large positions on committees	President	Code				Communications Department, Admin Asst	Two weeks before first Council meeting in September
2	Advisory Board report to Council	Advisory Board	Code				Managing Director	By August 30
3	Financial report to Council	Finance Committee	Code				Managing Director	Submitted at least one week before the last Council meeting in August
4	Cannabis Dispensary report to Council	President	Executive motion			UBC		Before first meeting in September
5	Financial reports from groups getting dedicated AMS fees	Finance Committee	Code					To be submitted to the Finance Committee
6	Review Musqueam policy	Exec Committee	Policy I-5		Council		Musqueam, AMS Policy Advisor	August 1, 2021
7	Review investment policy	Finance Cttee	Policy I-8		Council		Managing Director, Fund manager, AMS Sustainability, Sauder S3i	Aug. 15, 2022



8	Review Tuition Consultation Policy	Advocacy Cttee	Policy I-11		Council	UBC, ISA, Constituencies, Senate Caucus,		
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