

**For the Month of: February**

**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>Advisory Board report to Council</b>	<b>Advisory Board</b>	<b>Code</b>				<b>Managing Director</b>	<b>By February 28</b>
<b>2</b>	<b>Financial report to Council plus budget reforecast</b>	<b>Finance Committee</b>	<b>Code</b>				<b>Managing Director</b>	
<b>3</b>	<b>Advertising the close of election nominations</b>	<b>Elections Committee</b>	<b>Code</b>				<b>Communications Dept., Clerk of Council, Admin Asst</b>	<b>In the week before Reading Week</b>
<b>4</b>	<b>All-Candidates Meeting</b>	<b>Elections Committee</b>	<b>Code</b>				<b>Events Dept., Communications Dept., Clerk of Council, Admin Asst</b>	<b>Friday before Reading Week</b>
<b>5</b>	<b>Income &amp; Expenditures statement to Council</b>	<b>Managing Director</b>	<b>Bylaw 10</b>					<b>To be submitted by February 1</b>