

For the Month of:

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	Send list of new clubs to UBC Counsel	VP Admin	Licence Agreement with UBC re club names					Every January 31
2	Nominations open for elections: advertising required	Elections Committee	Code				Communications Dept., Clerk of Council, Admin Asst	In the first full week of second term
3	Determine the dates of the Official Campaign Period	Elections Committee	Code					By January 15
4	Set the levels for campaign expenses and reimbursements	Elections Committee	Code					By January 15
5	Student Services review	Student Services Manager, President	Code					Sometime in 2020 (done every three years); last one was Feb2017



6	Review Media Policy	Exec Committee	Policy I-13		Council		Communications Manager	January 10, 2020^{is}
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