

For the Month of: March

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	Outgoing Exec to designate staff to assist new Exec	Exec	Policy I-9				Designated staff	Annually
2	Annual sustainability report to Council	VP Admin	Code					Usually done by the AVP Sustainability
3	Report to Presidents Council	Constituencies	Code					
4	Put up job postings for Ombudsperson, Speaker of Council, Chief Electoral Officer	HR Committee	Code				HR Department	By March 1
5	Annual financial report from Subsidiaries	VP Finance to receive these	Bylaw 13					By ten days before April 1



	(Clubs & Constituencies)								
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