

For the Month of: May

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	Advisory Board report to Council	Advisory Board	Code				Managing Director	By May 30
2	Preliminary Budget	Finance Committee	Code		Council		Managing Director	By May 31
3	Info session for those interested in serving on a committee	President	Code					
4	New Exec takes office	Exec	Bylaw 5					May 1
5	Policy I-9 review	Governance Committee	Policy I-9		Council		Execs	May 1, 2021
6	Summer Committee appointments	Council	Code		Council			



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