

**For the Month of: November**

**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	Exec goals progress report	Exec	Policy I-9					Report to Council
2	SSM report to Council	SSM	Code					At last Council meeting of semester
3	AMS-Common Energy evaluation and report	AVP Sustainability, Sustainability Funds Administrator	MoU with Common Energy					End of semester
4	Advisory Board report to Council	Advisory Board	Code				Managing Director	By November 30
5	Financial report to Council	Finance Committee	Code				Managing Director	Submitted at least one week before the last Council meeting in November 2019
6	Equity Plan document to Council	Advocacy Committee	Council motion					Submitted to Finance Committee
7	Financial reports from groups getting dedicated AMS fees	Finance Committee	Code					



8	Council to approve Advisory Board members	HR Committee Chair	Code	Council				First Council meeting in November
9	Review Policy I-2 (cheque signing)	Governance Committee	Policy I-2	Council				November 5, 2019
10	Review Policy I-3 (use of emails)	Student Life? IT Subcommittee, President	Policy I-3	Council			Communications Manager, IT Manager, Privacy Officer	November 5, 2019
11	Review AES Policy	Advocacy Committee	Policy I-12	Council		Insights West, Exec		November 8, 2020

