

**For the Month of: October**

**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 goal review	Exec	Policy I-9				Designated staff	
2	Sustainability priorities update to Council	VP Admin	Code					Usually done by AVP Sustainability
3	Annual General Meeting (AGM)	President, Council	Bylaws		Date decided by Council		Clerk of Council, Admin Asst, Communications Dept., Managing Director	Notice in Ubysey and on AMS website 14 days before
4	Financial report to AGM	Finance Committee	Code				Managing Director	
5	Report to Presidents Council	Constituencies	Code					
6	Advertise Advisory Board positions	HR Committee Chair	Code				Communications Department	
7	Review Policy on Policies (I-1)	Governance Committee	Policy I-1		Council	Policy Advisor, Clerk of Council		October 24, 2020
8	Policy I-8 to Council	Clerk of Council, Operations Ctte	Policy I-8, Code		Council			October 25, 2019 will be 6 months after review date



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