

For the Month of: April

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	SSM report to Council	SSM	Code					Last Council meeting of semester
2	Exec goals final report to Council	Exec	Policy I-9					At last meeting of Exec term
3	AMS-Common Energy Evaluation and Report	AVP Sustainability, Sustainability Funds Administrator	MoU with Common Energy					At end of semester
4	Council Orientation	Executive Committee	Code				HR Dept.	In April or May
5	Review Credit Card Policy	Finance Committee	Policy I-14		Council	Exec, VP Finances of Constituencies	Managing Director, Accounting Office	April 24, 2022
6	Media Policy	Exec Committee	Policy I-13		Council		Comms Mgr	April 9, 2022
7	Email Policy	Exec Cttee	Policy I-3		Council	Comms Mgr		April 9, 2025



8	Computer Use Policy	Finance Cttee	I-6, Council motion July10 2019		Council	IT Mgr		April 2017
9	Preliminary Budget	Finance Cttee	Code		Council	Managing Director		By April 30
10	Councillor of the Year	Exec Cttee	Code					By April 30
11	Advertise at large positions on committees	President	Policy I-21				Communications Department, Admin Asst	Two weeks before May opening of nominations (May 5?)
12	AES Policy	Advocacy Cttee	Policy I-12		Council			April 2023