

**For the Month of: January**

**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	Send list of new clubs to UBC Counsel	VP Admin	Licence Agreement with UBC re club names					Every January 31
2	Nominations open for elections: advertising required	Elections Committee	Code				Communications Dept., Clerk of Council, Admin Asst	In the first full week of second term
3	Determine the dates of the Official Campaign Period	Elections Committee	Code					By January 15
4	Set the levels for campaign expenses and reimbursements	Elections Committee	Code					By January 15
5	Student Services review	Student Services Manager, President	Code					Sometime in 2023 (done every three years); last one was spring 2020
6	Budgeting	All departments	Code		Department heads, Finance Committee, Council			



<b>7</b>	<b>Health &amp; Safety Policy</b>	<b>Health &amp; Safety Cttee</b>	<b>Policy I-23</b>		<b>Council</b>			<b>Jan 2023</b>
----------	---------------------------------------	--------------------------------------	--------------------	--	----------------	--	--	-----------------