

**For the Month of: June**

**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?

<b>Task no.</b>	<b>Task</b>	<b>Responsible Body</b>	<b>Mandated by</b>	<b>Duration of Project</b>	<b>Approvals Required</b>	<b>Consultation</b>	<b>Support</b>	<b>Additional Notes</b>
1	Exec to bring goals to Council	Exec	Policy I-9		Council		Designated staff	
2	Sustainability priorities report to Council	VP Admin	Code		Council			Usually done by AVP Sustainability
3	Final Budget	Finance Committee	Bylaws		Council		Managing Director	By June 30
4	Financial Report to Council	Finance Committee	Code				VP Finance, Managing Director	Includes reports from fee-receiving groups
5	Review Goals of SSM, Events Mgr, Comms Mgr	Student Life Committee	Code					By June 30
6	Notify RGAC of allocation for Resource Groups	VP Finance	Code					By June 30
7	Video Surveillance Policy	Operations Cttee	Policy I-15		Council		Privacy Officer, Designer, Building Ops Mgr	June 2022



<b>8</b>	<b>Exec Expenditures Policy</b>	<b>Fincom</b>	<b>Policy I-20</b>		<b>Council</b>	<b>Exec</b>		<b>June 2025</b>
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