

For the Month of: March

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	Outgoing Exec to designate staff to assist new Exec	Exec	Policy I-9				Designated staff	Annually
2	Annual sustainability report to Council	VP Admin	Code					Usually done by the AVP Sustainability
3	Report to Council on goals of SSM, Events Mgr, Coms Mgr	Student Life Committee	Code					By end of March
4	Job postings for Ombudsperson, Speaker of Council, Chief Electoral Officer	HR Committee	Code				HR Department	By March 1
5	Fee receiving groups to submit financial reports to Finance Cttee	Subsidiary organizations, ResourceGroups	Code					
6	Funding proposals for new projects	Departments	Code		Finance Cttee		In time to be approved in March by Fincom	
7	Policy on suspensions, expulsions	Operations Cttee	Policy I-7		Council			March 2025



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