

For the Month of: November

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 goals progress report	Exec	Policy I-9					Report to Council
2	SSM report to Council	SSM	Code					At last Council meeting of semester
3	AMS-Common Energy evaluation and report	AVP Sustainability, Sustainability Funds Administrator	MoU with Common Energy					End of semester
4	Advisory Board report to Council	Advisory Board	Code				Managing Director	By November 30
5	Financial report to Council	Finance Committee	Code				Managing Director	Includes report on fee receiving groups
7	Council to approve Advisory Board members	HR Committee Chair			Council			First Council meeting in November
8	Review Policy I-2 (cheque signing)	Finance Committee	Policy I-2, Council motion July 10, 2019		Council			



9	Policy 1-1 review	GovCom	Policy I-1					
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