

For the Month of: October

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 goal review	Exec	Policy I-9				Designated staff	
2	Sustainability priorities update to Council	VP Admin	Code					Usually done by AVP Sustainability
3	Annual General Meeting (AGM)	President, Council	Bylaws		Date decided by Council		Clerk of Council, Admin Asst, Communications Dept., Managing Director	Notice in Ubysey, on social media channels, on AMS website 21 days before
4	Advertise Advisory Board positions	HR Committee Chair	Code					Announce at 1st Council meeting October 1
5	Indigenous Committee exec elections	Indigenous Committee	Code					
6	Fee receiving groups to submit financial reports to Finance Cttee	Subsidiary organizations, ResourceGroups	Code					
7								October 24, 2020
8								October 25, 2019 will be 6 months after review date



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