

For the Month of: September

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	Nominations for committees	President	Policy I-21					To open no later than Sept. 5
2	Update on goals from SSM, Events Mgr, Coms Mgr	Student Life Committee	Code					By September 30
3	Respectful Community Policy	Exec Com	Policy I-18		Council		HR	Sept 2021
4	Mandatory Mask Policy	Exec Com	Policy I-7A		Council			Sept. 2021



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