



## POLICY 4.06

### ADMINISTRATION

#### *Annual Timeline and Executive Work Plan*

#### **POLICY INTENT**

To outline the timeline for annual AUSU tasks and the process for developing the annual executive work plan.

#### **POLICY RESPONSIBILITY**

Executive

#### **POLICY**

##### **Annual AUSU Timeline**

- 4.06.01 The executive committee is responsible for ensuring that all AUSU activities and events are scheduled, prepared for, and well-planned throughout the annual cycle of the organization.
- 4.06.02 The executive committee will ensure that all annual tasks are planned for and completed at the appropriate time in the annual cycle. AUSU annual activities and events include, but are not limited to the following:
- a) Regular monthly council meetings shall be conducted, and meeting dates will be established by the President at the beginning of the council term after consultation from the council members;
  - b) Annual elections for both council and executive are conducted, as per policy, during the fourth quarter of the council term;
  - c) Annual transition activities for both council and executive will take place in March and April after the election period is complete;
  - d) Annual council changeover meeting and start date of new executive councillors will take place during the April council meeting each year;
  - e) Council retreat will be hosted in June based on council availability;
  - f) Annual planning session(s) and process for developing the executive work plan for the coming year will be established by the executive committee at the beginning of each new executive term. The executive work plan will then be presented to council during the council retreat in June for review;
  - g) Annual budgeting process will begin in June each year. The draft budget shall be presented to the finance committee in July, and the final draft shall be approved by council during the August council meeting;

- h) Annual financial audit will take place after the fiscal year-end is completed in October. The audit will begin in November with the intention of presenting the final audit report to council at the January council meeting; and
- i) Annual executive retreat will take place in January each year. The executive retreat is a vital element of the executive transition process and includes: reviewing the status of the executive workplan, establishing timelines for transition activities, election planning, and delegation of activities.

The executive committee shall adhere to the annual timelines and dates established each year in the AUSU calendar to ensure that all annual tasks are planned for and completed at the appropriate time.

- 4.06.03 A regular monthly schedule of Council meetings will be set by the President within one month of any council that is formed following an election or by-election. The president may adjust the schedule as needed in order to ensure productivity of the organization. The president has the ability to call meetings of council outside of the schedule as necessary.

### **Annual Executive Work Plan**

- 4.06.04 The executive shall produce a comprehensive workplan for each Executive term
- 4.06.05 The executive shall provide an opportunity for councillors and staff to suggest ideas for the executive work plan and may also consult with the membership and/or student groups of which AUSU is a member.
- 4.06.06 The comprehensive work plan will be comprised of individual goals lists, which each executive shall submit as developed for his or her individual portfolio.
- 4.06.07 Planning shall begin with a review of the AUSU Strategic Plan, and the previous year's workplan to determine if any projects or goals should be carried forward from the previous year.
- 4.06.08 Each executive work plan shall include a balance of:
- a) short, medium, and long-term projects;
  - b) high and low workload projects;
  - c) internal and external advocacy goals;
  - d) goals related to AUSU services, communication, governance, and internal management; and
  - e) tasks related to the work of each AUSU standing committee.
- 4.06.09 When developing their individual portfolio-based work plans, the executive members shall keep in mind:
- a) financial, staff, volunteer, and executive resources available;
  - b) the resources needed to maintain the organization;
  - c) expected completion times for goals, and any intermediate checkpoints leading to the fulfillment of the work plan;
  - d) organizational timelines for more complex items or those that may extend beyond the current year;

- e) any additional commitments, such as membership in external organizations, and the effect these commitments will have on AUSU resources;
- f) necessary alterations to goals initiated by changes to legislation, university relations, and/or changes to accounting principles;
- g) flexibility with time available for unexpected opportunities and requirements;
- h) budget considerations and income projections for the upcoming year;
- i) Goals will be specific, measurable, attainable, relevant, and timely, (SMART) and;
- j) any other external or internal factors that would affect the completion of their work plan.

4.06.10 The completed executive work plan must be approved by AUSU council at the public meeting of council by August each year.

4.06.11 Once the completed work plan is approved, the president and executive director will make appropriate additions to the AUSU calendar to ensure that events are properly scheduled to fulfill the executive work plans for the year.

**Communication**

4.06.12 The approved current executive work plans shall be made available to the council and AUSU membership.

**RELATED REFERENCES, POLICIES, PROCEDURES AND FORMS**

**This Policy References:**

None

**This Policy is Referenced by:**

None

**Forms:**

None

**POLICY HISTORY**

Original Approval Date: July 2, 2013  
 Last Review Date: March 14, 2019 (formal)  
 Review by Date: March 2021