



## 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**

#### **Collection**

- 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 Councillors;
  - b. Elections for both Council and the Executive Committee are conducted, as per policy, between February and April of a given year;
  - c. Annual transition activities for both Council and Executive Committee 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. A Council workshop will be hosted annually in the Spring 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 draft will then be presented to Council in June for review;
  - g. The 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. The 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. An annual executive workshop will take place in January each year. The executive workshop is a vital element of the 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 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 Committee shall produce a comprehensive work plan for each Executive term
- 4.06.05 The Executive Committee 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 groups.
- 4.06.06 The comprehensive work plan will be comprised of individual goals, which the Executive Committee shall submit as developed for their individual portfolios.
- 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 work plan, the Executive Committee shall keep in mind:
- a. the need to identify which individual Executive Councillor or Councillors will be responsible for each project and goal;
  - b. financial, staff, volunteer, and executive resources available;
  - c. the resources needed to maintain the organization;
  - d. expected completion times for goals, and any intermediate checkpoints leading to the fulfillment of the work plan;
  - e. organizational timelines for more complex items or those that may extend beyond the current year;
  - f. any additional commitments, such as membership in external organizations, and the effect these commitments will have on AUSU resources;
  - g. necessary alterations to goals initiated by changes to legislation, university relations, and/or changes to accounting principles;
  - h. flexibility with time available for unexpected opportunities and requirements;
  - i. budget considerations and income projections for the upcoming year; 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 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 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 Council and Membership.

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

#### **This Policy References**

None

#### **This Policy is Referenced by**

None

#### **POLICY RESPONSIBILITY**

Executive Committee

#### **POLICY HISTORY**

Original Approval Date:	July 2, 2013
Last Review Date:	March 16, 2023
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