## GOVERNANCE

1. Review and recommend to Council policies for the administration of the First Nation: 
   - APR–JUN: X

2. Review and approve procedures (if responsibility has been delegated by Council): 
   - SPRING: X
     - As soon as possible

3. Make sure staff are trained on all policies authorized by Council: 
   - SPRING: X
     - As soon as possible

4. Make sure all employees sign Code of Conduct declaration: 
   - SPRING: X
     - Upon hiring; and
     - Annually thereafter

5. Attend all FAC meetings, maintain FAC member list (including terms of office details): 
   - SPRING: X
   - JUL–SEPT: X
   - FALL: X
   - WINTER: X
     - CAO to attend but cannot be a FAC member (so cannot vote)

## PLANNING

6. Oversee annual budgeting process: 
   - SPRING: X
     - Council to approve before March 31

7. Oversee development of multi-year financial plan: 
   - SPRING: X
     - Council to approve before March 31

8. Update strategic plan: 
   - SPRING: X

9. Maintain tangible capital asset register: 
   - SPRING: X
     - Can be assigned to DoF

10. Develop life-cycle management program: 
    - SPRING: X
      - Can be assigned to DoF

11. Oversee development of capital project plan: 
    - SPRING: X
      - As needed

12. Update/establish emergency response plan: 
    - SPRING: X

13. Manage annual risk management planning and fraud risk assessment process: 
    - SPRING: X

14. Prepare risk management plan: 
    - SPRING: X
### CHIEF ADMINISTRATIVE OFFICER CALENDAR (CONTINUED)

<table>
<thead>
<tr>
<th>SPRING APR–JUN</th>
<th>SUMMER JUL–SEPT</th>
<th>FALL OCT–DEC</th>
<th>WINTER JAN–MAR</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>15. Update organizational chart (Council to approve)</td>
<td>X</td>
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</table>

**REPORTING**

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>16. Prepare and maintain financial reports list</td>
<td>X</td>
<td></td>
<td></td>
<td>Can be assigned to DoF</td>
</tr>
<tr>
<td>17. Oversee delivery of monthly, quarterly, and annual financial reports from Director of Finance</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>18. Review monthly financial information</td>
<td></td>
<td></td>
<td></td>
<td>Council to decide on provision to Council, FAC and/or CAO</td>
</tr>
<tr>
<td>19. Support publication of annual report for citizens</td>
<td>X</td>
<td></td>
<td></td>
<td>By September 27</td>
</tr>
<tr>
<td>20. Oversee performance evaluations of staff and identify any training needs</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
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</table>

**AUDIT**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>21. Support completion of audited financial statements</td>
<td>X</td>
<td></td>
<td></td>
<td>Council approval by July 29</td>
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</tbody>
</table>

**INFORMATION MANAGEMENT**

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>22. Implement record-keeping and information privacy practices</td>
<td></td>
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<td>As soon as possible</td>
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