

# CHIEF ADMINISTRATIVE OFFICER FAL CALENDAR

	SPRING APR–JUN	SUMMER JUL–SEPT	FALL OCT–DEC	WINTER JAN–MAR	NOTES
<b>GOVERNANCE</b>					
1. Review and recommend to Council policies for the administration of the First Nation	X				
2. Review and approve procedures (if responsibility has been delegated by Council)					<ul style="list-style-type: none"> <li>As soon as possible</li> </ul>
3. Make sure staff are trained on all policies authorized by Council					<ul style="list-style-type: none"> <li>As soon as possible</li> </ul>
4. Make sure all employees sign Code of Conduct declaration				X	<ul style="list-style-type: none"> <li>Upon hiring; and</li> <li>Annually thereafter</li> </ul>
5. Attend all FAC meetings, maintain FAC member list (including terms of office details)	X	X	X	X	<ul style="list-style-type: none"> <li>CAO to attend but cannot be a FAC member (so cannot vote)</li> </ul>
<b>PLANNING</b>					
6. Oversee annual budgeting process				X	<ul style="list-style-type: none"> <li>Council to approve before March 31</li> </ul>
7. Oversee development of multi-year financial plan				X	<ul style="list-style-type: none"> <li>Council to approve before March 31</li> </ul>
8. Update strategic plan			X		
9. Maintain tangible capital asset register		X			<ul style="list-style-type: none"> <li>Can be assigned to DoF</li> </ul>
10. Develop life-cycle management program		X			<ul style="list-style-type: none"> <li>Can be assigned to DoF</li> </ul>
11. Oversee development of capital project plan					<ul style="list-style-type: none"> <li>As needed</li> </ul>
12. Update/establish emergency response plan				X	
13. Manage annual risk management planning and fraud risk assessment process				X	
14. Prepare risk management plan				X	

# CHIEF ADMINISTRATIVE OFFICER CALENDAR (CONTINUED)

	SPRING APR–JUN	SUMMER JUL–SEPT	FALL OCT–DEC	WINTER JAN–MAR	NOTES
15. Update organizational chart (Council to approve)				X	
<b>REPORTING</b>					
16. Prepare and maintain financial reports list				X	▪ Can be assigned to DoF
17. Oversee delivery of monthly, quarterly, and annual financial reports from Director of Finance	X	X	X	X	
18. Review monthly financial information					▪ Council to decide on provision to Council, FAC and/or CAO
19. Support publication of annual report for citizens		X			▪ By September 27
20. Oversee performance evaluations of staff and identify any training needs				X	
<b>AUDIT</b>					
21. Support completion of audited financial statements	X				▪ Council approval by July 29
<b>INFORMATION MANAGEMENT</b>					
22. Implement record-keeping and information privacy practices					▪ As soon as possible