

REPORTS TO: ➤ Chair, Academic Council

COMPOSITION:

- Vice-President, Academics and Research
- Director, Student Experience
- Director, Communications and Marketing
- Registrar
- Administrative Assistant to the Director, Student Experience
- Indigenous Coordinator
- Administrative Assistant to the Dean, School of Trades, Agriculture & Environment)
- Principal, Fairview Campus and Dean of School of Trades, Agriculture and Environment
- Three (3) Academic Staff Members (a representative from Certificate, Diploma and Trade programs)
- One (1) Alumnus/Alumna (Or Alternate), selected by Alumni Association
- One (1) Students Association Representative (or designate)
- One (1) Circle of Indigenous Students Representative
- One (1) representative from Event Services
- One (1) representative from Information Technology
- One (1) representative from Facilities – Maintenance and Operations

CHAIRPERSON: Director, Student Experience

QUORUM: 9 voting members

MEMBERSHIP NOMINATED BY: Nominating Committee of Academic Council

MEMBERSHIP ELECTED BY: Academic Council

COMMITTEE CLASSIFICATION: Standing Committee of Academic Council

TERMS OF REFERENCE APPROVED BY: Academic Council

TERM OF OFFICE: Selected members will hold office for 2 years. If a member vacates office prior to the conclusion of their term, the constituency may elect or nominate a replacement to serve the remainder of the term.

SUPPORT: Student Services will provide administrative support to the operation and administration of the Convocation Committee.

REVIEW: This committee must review its terms of reference on an annual basis to ensure effective working of the committee.

OPERATING PROCEDURES:

This committee meets monthly from September-October and bi-weekly from November-May. The sub-groups may meet on a more regular basis, as required.

The Committee chair and leads of the sub-groups will appoint non-voting members outside the Convocation Committee along with members of the Convocation Committee to participate in sub-groups.

The leads of the sub-groups are responsible for reporting to the main committee on progress of the sub-groups and to ensure sub-group members are completing assigned tasks.

Convocation Committee meetings will be closed meetings.

PURPOSE:

The Convocation Committee is a working committee, whose purpose is to determine and implement the GPRC convocation ceremonies, celebrating the achievements of GPRC students. The Convocation Committee is comprised of six sub-groups: four for Grande Prairie Convocation and two for Fairview Convocation.

Meetings are set in order to formulate plans for the events of Convocation including but not limited to the activities listed below.

The two sub-groups for **Fairview** Convocation are:

Communications/Marketing and Social (Lead: Administrative Assistant to the Dean, School of Trades, Agriculture & Environment)

- Assisting with speeches (as required)
- Assisting with advertising and promotion of Convocation
- Choosing and making arrangements for musical accompaniment(s)
- Scheduling related events and programming
- Liaise with Alumni group for their contribution to program/event
- Developing and printing the convocation programs for the ceremonies
- Finalize comment cards (in collaboration with the Graduation group)
- Liaise with the Dean & Principal, Fairview Campus with sending and receiving invitations to special guests
- Selecting, booking and liaising with the photographer
- Manage social media and web content
- Planning and organizing a celebratory tea/lunch for graduates and family/friends following convocation ceremonies
- Planning and organizing the VIP social
- Planning and organizing coffee/lunch for volunteers

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- Communicating and organizing needs of visiting guests (in conjunction with the Graduation group)
- Planning and organizing volunteers (in conjunction with the Operations group)
- Select, order and set-up décor for event (in collaboration with the Operations group)
- Scheduling and organizing group photo(s) (in collaboration with the Program group)

Operations and Graduation (Lead: Dean & Principal, Fairview Campus)

- Assist with selecting the venue(s)
- Arranging the necessary seating to accommodate the number of graduates/guest speakers/faculty/special guests/graduate guests
- Determine the event layout
- Identifying/booking the media requirements needed for the convocation ceremonies
- Coordinating set-up and take-down of venue(s)
- Coordinate other relevant bookings (i.e. table skirting, tables, etc.)
- Coordinate first aid staff/volunteer(s)
- Selection of Valedictorians and Salutatorians based upon established criteria
- Invitations/tickets – sending graduate invitations, managing ticket numbers, including VIP invitations
- Ordering and distributing/collecting gowns/stoles, including visiting guests and College dignitaries
- Oversee all communication to graduates (in conjunction with the Program group)
- Collect and manage graduation applications and eligibility requirements

The four sub-groups for Grande Prairie Convocation are:

Communications and Marketing (Lead: Director, Communications and Marketing or delegate)

- Assisting with speeches (as required)
- Assisting with advertising and promotion of Convocation
- Scheduling related events and programming
- Liaise with Alumni group for their contribution to program/event
- Developing and printing the convocation programs for the ceremonies
- Finalize comment cards (in collaboration with the Graduation group)
- Liaise with the President's Office with sending and receiving invitations to special guests
- Selecting, booking and liaising with the photographer
- Manage social media and web content

Social (Lead: Administrative Assistant to the Director, SE)

- Planning and organizing a celebratory tea/lunch for graduates and family/friends

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following convocation ceremonies

- Planning and organizing the VIP social
- Planning and organizing coffee/lunch for volunteers
- Communicating and organizing needs of visiting guests (in conjunction with the Graduation group)
- Planning and organizing volunteers (in conjunction with the Operations group)
- Select and order gifts for VIP's
- Select, order and set-up décor for event (in collaboration with the Operations group)
- Scheduling and organizing group photo(s) (in collaboration with the Program group)
- Choosing and making arrangements for musical accompaniment(s)

Operations (Lead: Representative from Event Services)

- Assist with selecting the venue(s)
- Arranging the necessary seating to accommodate the number of graduates/guest speakers/faculty/special guests/graduate guests
- Determine the event layout
- Identifying/booking the media requirements needed for the convocation ceremonies
- Coordinating set-up and take-down of venue(s)
- Coordinate other relevant bookings (i.e. table skirting, tables, etc.)
- Coordinate first aid staff/volunteer(s)

Graduation (Lead: Registrar or designate)

- Selection of Valedictorians and Salutatorians based upon established criteria
- Invitations/tickets – sending graduate invitations, managing ticket numbers, including VIP invitations
- Ordering and distributing/collecting gowns/stoles, including visiting guests and College dignitaries
- Oversee all communication to graduates (in conjunction with the Program group)
- Collect and manage graduation applications and eligibility requirements

Academic Council will receive reports from Convocation Committee by means of committee minutes to be taken at each meeting of the committee.

GPRC CONVOCATION COMMITTEE

Approved by Academic Council: March 10, 2005
Approved by Academic Council: March 13, 2008
Approved by Academic Council: October 8, 2009
Approved by Academic Council: February 11, 2010
Approved by Academic Council: October 12, 2017
Approved by Academic Council: January 9, 2020