

Terms of Reference

MEMBERSHIP: Registrar (Chair)
Associate Registrars (2)
Representative from the School of Students (1)
Representative from Event Services (1)
Representative from Communications & Marketing (1)

PURPOSE: The Convocation Committee is a working committee, established to plan, coordinate and implement convocation ceremonies and a reception that recognizes and celebrates the achievements of NWP graduating students.

SCOPE: The Committee has the authority to plan, coordinate and make decisions regarding NWP convocation ceremonies and related events.

GUIDING PRINCIPLES:

- **Meeting Schedule:**
 - Convocation Committee:
 - October – December – Monthly
 - January- June – Bi-weekly
 - Additional meeting scheduled as needed
 - Sub-Committees: As needed
- **Sub-Committees:**
 - Sub-committees are established to focus on specific areas of convocation planning.
 - The sub-committee leads are responsible for recruiting members to assist with the sub-committees' tasks.
 - Sub-committee leads are responsible for ensuring that the assigned tasks are completed and provide regular progress reports to the Convocation Committee at each meeting
 - If unable to attend a committee meeting, the sub-group lead may send a designate or provide a written update to the Chairperson in advance.
 - The sub-committees include:
 - Event Services
 - Student Services
 - Academic

- Gowns and Accessories
- Communications

- Convocation Committee meetings are closed. Special guests by invitation

REVIEW: The NWP Convocation Committee (Committee) reviews and revises the Terms of Reference (TOR) annually as needed. Updated TOR must be submitted to the Executive Assistant to the VP Academic, who maintains the official record.

Reviewed and revised
January 14, 2025