TERMS OF REFERENCE

TYPE: Advisory to the President

CHARGE: (1) Taking into account the principles and traditions that inform the University’s Convocation Ceremonies, to provide advice and input on potential changes to the following:

- Convocations for Conferring of Degrees
- Installations of Presidents and Chancellors
- Special Convocations

(2) To advise the President on the appointment of the Public Orator and deputy Orators* and other Convocation officials.

(3) To monitor and seek continually to improve the operation of Convocation and Installation Ceremonies and to provide advice on procedural and operational matters.

MEMBERSHIP: The Chair, who shall be a member of faculty, plus the following members:

- Chancellor
- University Secretary
- Registrar
- Deans or delegates
- One member of the Senate
- One member of the alumni
- One undergraduate student
- One graduate student
- Public Orator
- Director of University Ceremonies & Events
- Associate Vice-President Alumni & Development
- Assistant University Secretary

APPOINTMENT: The Chair will be appointed by the President. The undergraduate student will be appointed by the President, upon the nomination of the UVSS, and the graduate student, upon that of the GSS. The alumni member will be appointed by the President upon the nomination of the Alumni Association and the Senate member, upon nomination by the Senate Committee on Nominations and Committee Governance.

* The president recommends the Public Orator and deputy Orators for appointment by the Senate.
OFFICERS: The University Secretary shall serve as Vice-Chair of the Committee. The Committee shall have a recording Secretary appointed by the University Secretary’s Office.

TERMS OF OFFICE: The Chair shall be appointed by the President for a term of three years (effective August 1st) and may be re-appointed for one term. Student representatives shall be appointed for one-year terms effective September 15th. They may be re-appointed. The alumni member and the member of Senate shall serve three-year terms with the possibility of reappointment.

PROCEDURES: The Committee will meet once a year, or more frequently if required, to fulfill items (1) and (2) of its terms of reference. It will strike a Convocation Operations Subcommittee to accomplish item (3).

Copies of notices, agendas, and minutes of all meetings of the Convocation Committee and the Convocation Operations Subcommittee will be distributed to the President, as well as to their respective members.

SUBCOMMITTEE: The Convocation Operations Subcommittee will be chaired by the Convocation Committee Chair; the Director of Ceremonies and Events will serve as its Vice-Chair. Its other members will consist of the following:

- University Secretary
- Associate Registrar, Records and Registrarial Services
- Delegates chosen by the Deans
- The undergraduate student member of the Convocation Committee
- The graduate student member of the Convocation Committee
- Assistant University Secretary
- Chief Marshal

Representatives of the following areas:
- Facilities Management
- Campus Security
- Housing, Food & Conference Services
- UVic Bookstore
- Student & Ancillary Services
- University Farquhar Auditorium
- Alumni Relations Office
- University Communications.

The latter representatives will serve at the pleasure of their units.

The Convocation Operations Subcommittee will have a recording Secretary appointed by the University Ceremonies and Events Office.
The Subcommittee will advise the University Ceremonies and Events Office on operational and procedural aspects of Convocation including:

- Timing of ceremonies
- Scheduling of Faculties during ceremonies
- Marshalling of Platform Party; Academic Procession; and Graduates
- Anticipated security challenges, if any
- Venue administration
- Extraordinary situations anticipated within any of the ceremonies.

Approved By:  

David Turpin, President

Date: