

## Convocation Board

**Effective Date:** July 2014

**Revised:** \*

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### **TERMS OF REFERENCE**

To be responsible to Senate, through the Operations/Agenda Committee, for the organization and administration of the details of the Convocation ceremonies.

To act, within the policies of Senate, in all matters relating to academic costume within the University.

To report at least annually to Senate through the Operations/Agenda Committee.

### **COMPOSITION**

Ex officio:

Director of Convocation, who shall be Chair  
Associate Director of Convocation  
Chancellor  
President & Vice-Chancellor  
Vice-Provost (Academic Programs)  
Secretary of Senate  
Marshal

\* Note: The Director of Convocation, Associate Director of Convocation, Marshal, and Associate Marshal, together with the other Officers of Convocation (Esquire Bedel, Chief Public Orators, Assistant Chief Public Orator, Chief Usher, and Assistant Chief Usher) shall be appointed by the Operations/Agenda Committee in April for two-year terms, renewable.

### **ADMINISTRATIVE NOTES**

Membership Cycle: July 1 to June 30

New Members: Appointed by the Operations/Agenda Committee in April for two-year terms, renewable.

Meetings: As required (infrequent).