



## **Trent University Alumni Association – Convocation Committee**

### **Terms of Reference**

#### **Trent University’s Guiding Statement on Alumni:**

With a transformative, collaborative, and personal student experience as the foundation, Trent University considers its graduates invested and important lifelong stakeholders and members of its inclusive intellectual and social community. Through its decision-making, outreach, program and initiatives aimed to sustain and nurture relations with its alumni, Trent endeavours to involve the network of alumni worldwide in achieving the University’s mission.

#### **Overview of Committee**

The Convocation committee will work closely with the Alumni Engagement & Services staff to help the graduating students celebrate their achievements with their family, friends, faculty and classmates at their first alumni event: the reception following each Convocation ceremony. They will also assist to organize and facilitate the 50<sup>th</sup> anniversary reunion.

#### **Committee Mandate**

1. Support the creative development, planning and execution of key convocation events
2. Serve as ambassadors of the TUAA, welcoming new graduates to the alumni family/community, boosting participation in upcoming alumni and university events and promoting the benefits of active participation in engagement opportunities.

#### **Criteria for Membership**

1. Committed to the Mission and Vision of Trent University & the TUAA
2. Willingness to share their talents and expertise in support of the priorities of Trent University Alumni
3. Members to represent the geographic, demographic and cultural diversity of the broader Trent University community
4. Members must be available to attend multiple convocation ceremonies, which are typically held in the first two weeks of June during working hours. Members must also be available to attend planning meetings throughout the year, as often as once per week closer to the event dates. Note: a member (or members) of this committee will also attend the meetings of the Convocation Sub-Committee of the Colleges and Student Services Committee. There is normally one meeting in the fall of each year and one in the winter to provide information about convocation to student leaders.

#### **Membership & Structure**

Committee members must be members of the TUAA, with the exception of the AE&S co-chair. Co-chairs are selected by the TUAA at the annual AGM; subsequent members are selected by the Convocation committee co-chairs. Members are encouraged to participate in the committee for at least two years.

#### **Roles and Responsibilities**

1. Meetings will follow a standing agenda (TBC). Monthly meetings will occur starting late winter, with increased frequency by April.

2. Committee members are requested to be present on campus during convocation to ensure coverage at all events.
3. Committee member roles will include
  1. TUAAs co-chair
  2. AE&S Staff co-chair
  3. 50<sup>th</sup> Anniversary class liaison
  4. Two (2) TUAAs members
  5. Additional members at large
  6. Additional event volunteers to support lead-up and convocation activities

## Accountability and Reporting

The Convocation Committee will serve in an advisory and supporting role to the staff at the University who are responsible for programming convocation and the supporting events.

The Committee will assist with the organizing and execution of Alumni Receptions. This could include recruiting alumni volunteers to ensure adequate scheduling, providing supervision to volunteers on event day.

The Committee will assist with the organizing and executing of the 50<sup>th</sup> anniversary reunion. This could include assisting with the development of the schedule and agenda, connecting with class alumni, researching potential special guests such as faculty and staff associated with the class year and provide a heightened level of customer service on the day-of for reunion guests.

The Committee will assist in post-event reporting which could include providing key event feedback, statistics and suggestions for future events and/or necessary information requested by the AE&S staff co-chair.

Responsibility for final event plans, partnerships, and logistics will remain the responsibility of Trent University staff.

AE&S Staff co-chair will provide the committee with regular updates on any University decisions and plans that impact convocation programming, as well as any other convocation events.