**­**

**TERMS OF REFERENCE**

**Selkirk College *50th Anniversary Theme Celebrations* Committee**

**Purpose**

The purpose of the *50th Anniversary Theme Celebrations* Committee is to develop and implement activities and celebrations to commemorate 50 years of Selkirk College and to ensure that all of the aforementioned celebrations are carried out successfully with the intended audience

**Scope of Responsibility**

* 1. Develop the *50th Anniversary Theme Celebrations*: all plans and events to engage all target groups.
  2. Monitor all progress and sub-committees. Receive updates in a timely manner and identify all actions on all college activities and projects associated with the 50th anniversary.
  3. Be accountable for the overall success of the *50th Anniversary Theme Celebrations* and provide detailed wrap report and recommendations for future anniversaries.

**Membership**

Mandatory members are appointed by Management Committee.

Recommended mandatory list:

Marketing Manager: Maggie Keczan

Communications Coordinator: Bob Hall

Campus Manager: Holly Shively  
 Donor & Alumni Relations Coordinator: Joleen Kinakin  
 Marketing Project Coordinator: Tessa Stark  
 Administration Support Staff: Catherine Harder

Athletics & Recreation Coordinator: Kim Verigen

College Librarian: Gregg Currie  
 One School Dean: Rhys Andrews

One School Chair: Bob Falle

One representative from Management Committee: Cathy Mercer

\* Additional volunteers will be encouraged.

**Quorum**

Five members will constitute a quorum

**Chair**: Angus Graeme **Administrative support:** Catherine Harder

*Chair Duties:*

* Book committee meetings (manage invites, calendar and room bookings based on schedule)
* Record committee meeting notes and provide/circulate/post to moodle
* Maintain agenda for committee meetings (based on standard agenda template for committee)
* Administrative support staff will support the Chair and Project Manager with budget management and administrative follow-ups.

**Project Manager:** Maggie Keczan

*Project Manager Duties:*

* Ensures integration of the *50th Anniversary Theme Celebration* committee mandates into other pre-existing supporting committees
* Manages the critical path and budget to support the *50th Anniversary Theme Celebration* initiative and ensure effective allocation of resources

**Terms of Office**:

All members of the *50th Anniversary Theme Celebrations* Committee at Selkirk College are appointed by Management Committee and will serve for a term of 2 years. (Until celebrations are complete and wrap is complete in August 2017)

**Frequency of Meetings**

The committee will establish an annual calendar of meetings which will be held monthly. Sub-committees will meet as scheduled.

**Leveraging Pre-Existing Work Plans**

The overall success of the 50th Anniversary will be dependent on the integration of *the 50th Anniversary Celebration Theme* into existing college activities. This will be achieved with integration into pre-existing committees and work plans as follows:

* Employee Engagement Committee (Discovery Day/*staff engagement*)
* Student Experience Team (*student engagement*)
* Grad Committee (*student engagement*)
* Get Connected Committee (*student engagement*)
* Deans & Chairs Committee (*student + faculty engagement*)
* Board Advocacy Committee (*board + community engagement*)
* Donor and Alumni event management work plan ( Bursary Tea, Alumni communications/ *alumni & donor engagement*)
* Marketing Communications work plans (social media, web + recruitment collateral/ *staff, student & community engagement*)
* Recruitment Coordinator + Community relations Coordinator (summer community event activation/*community engagement*)
* Purchasing + Campus Management (College letterhead + signage/ *staff + community engagement*)
* Human Resources (*retiree engagement*)
* Bookstore (memorabilia production)

**Accountability and Reporting**

This committee makes recommendations to existing event sub-committees regarding 50th anniversary celebration implementation. A representative from the 50th Anniversary committee will sit on each of these sub-committees.

Including the following:

Grad Committee  
Employee Engagement Committee  
Health & Wellness Committee  
Student Experience Team  
Get Connected Committee  
Deans & Chairs Committee  
Management Committee

A shared folder will be created to store all of the relevant information. Management Committee will be provided with monthly updates.

**Communications**

The work of the committee will be communicated to the College community Communications Coordinator using various employee communication channels.

The stakeholders are invited to meetings as needed based on project work and are provided with meeting minutes for review. Stakeholders include:

Retiree Association Board Advocacy   
Alumni Representative Friends of Selkirk  
Friends of Selkirk

**Guiding Commitments**

|  |  |
| --- | --- |
| * Alignment with Selkirk College’s values | * Continuous improvement |
| * Collaboration and Communication | * Evidence- based decision making |
| * Transparency and confidentiality | * Systems thinking |