


Policy Name:	GALTS'AP DAY COMMITTEE TERMS OF REFERENCE	
Approved By:	President's Council	
Approval Date:	June 2021	
Next Scheduled Renewal Date:	May 2026	
Policy Holder:	President's Council	
Operational Lead:	Director, Human Resources	
Policy Number:	HMR-010	

## GALTS'AP DAY COMMITTEE TERMS OF REFERENCE

### 1.00 PURPOSE

- 1.1 The purpose of this policy is to set the terms of reference for the Galts'ap Day Committee.

### 2.00 DEFINITIONS

- 2.1 **Galts'ap Day:** Community Day in Tsimshian language.

### 3.00 GALTS'AP DAY DESCRIPTION

- 3.1 Galts'ap Day means Community Day in the Tsimshian language. The entire community comes together to celebrate and spend time together.
- 3.2 This annual full-day event is intended to bring the broader College Community together to teach, learn, and build relationships, as we motivate and excite staff and faculty to prepare for another academic year.
- 3.3 Galts'ap Day is hosted each year on the last Tuesday before the first day of classes of the fall term.
- 3.4 All College Employees are expected to attend; it is a paid day. Employees not attending will be expected to take a vacation day.
- 3.5 The main themes of the day typically fall in the areas of:
  - a) team building
  - b) networking
  - c) professional development
  - d) local First Peoples culture
  - e) experiential, place-based learning
  - f) fun.

4.00 POLICY STATEMENTS

- 4.1 The Human Resources Department will initiate the annual ad hoc committee by February 1<sup>st</sup> of each year for the purpose of planning and coordinating Galts'ap Day.
- 4.2 The Committee will:
  - a) act as advisors to organizers for the event
  - b) recruit College Community at-large volunteer members
  - c) work with departments to ensure a collaborative approach to planning
  - d) be responsible for developing and approving the proposed agenda and schedule
    - i. This includes making recommendations for activities and guest speakers aligned to the budget provided by the VP of Corporate Services.
  - e) provide the proposal to President's Council no later than May 1 for consideration.
- 4.3 Upon approval from President's Council, the Committee will work with Communications to inform all staff of the event schedule and details.

5.00 COMMITTEE MEMBERSHIP

- 5.1 The membership shall be comprised of 1-2 persons from the following departments:
  - a) Centre of Learning Transformation (COLT)
  - b) Indigenization
  - c) Communications
  - d) Student Services
  - e) Facilities and Ancillary Services
  - f) faculty representative.

6.00 CHAIR

- 6.1 The Chair will be selected by the attendees at the first Committee meeting.

7.00 QUORUM

- 7.1 The majority of the members of the Committee will constitute quorum.

8.00 MEETINGS

- 8.1 The Committee will begin to meet on or before February 15<sup>th</sup> each year.
- 8.2 The meeting schedule, leading up to the day, will be determined by the Committee.
- 8.3 Minutes and supporting schedules will be provided to Human Resources for recordkeeping.

9.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

- 9.1 None

10.00 HISTORY

<b>Created/Revised/ Reviewed</b>	<b>Date</b>	<b>Author's Name and Role</b>	<b>Approved By</b>
Created	June 2021		President's Council