


Policy Name:	Terms of Reference – Galts’ap Day Committee	
Approved By:	Presidents Council	
Approval Date:	June 2021	
Amendment Date:	New	
Policy Holder:	President’s Council	
Policy Number:	HR-010	
Category:	Human Resources	

TERMS OF REFERENCE – GALTS’AP DAY “COMMITTEE”

1.0 PURPOSE

- 1.01 Galts’ap Day meaning “Community Day” in Tsimshian language. The entire community comes together to celebrate and spend time together.
- 1.02 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.
- 1.03 Galts’ap Day is hosted each year, on the last Tuesday before the first day of classes of the fall term.
- 1.04 All College employees are expected to attend, it is a paid day. For those employees not attending, they will be expected to take a vacation day.
- 1.05 The main themes of the day typically fall in the areas of:
 - 1.05.1 Team Building
 - 1.05.2 Networking
 - 1.05.3 Professional Development
 - 1.05.4 Local First Peoples Culture
 - 1.05.5 Experiential Placed Based Learning
 - 1.05.6 Fun

2.0 POLICY STATEMENTS

- 2.01 Human Resources department will initiate the annual ad hoc Committee – by February 1st of each year for the purpose of planning and coordinating Galts’ap Day.
- 2.02 The Committee will act as advisors to organizers for the event.
- 2.03 The Committee will recruit College community “at large” volunteer members.
- 2.04 The Committee will work with departments to ensure collaborative approach to planning.

- 2.05 The Committee is responsible for developing and approving proposed agenda and schedule. This includes making recommendations for activities and guest speakers aligned to the budget provided by the VP of Corporate Services.
- 2.06 The Committee will provide the proposal to President's Council no later than May 1 for consideration.
- 2.07 Upon approval from President's Council the committee will work with Communications to inform all staff of the event schedule and details.

3.0 MEMBERSHIP

3.01 The membership shall be comprised of 1-2 persons from the following departments:

- 3.01.1 Centre of Learning and Transformation
- 3.01.2 Indigenization
- 3.01.3 Communications
- 3.01.4 Student Services
- 3.01.5 Facilities & Ancillary Services
- 3.01.6 Faculty Representative

4.0 CHAIR

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

5.0 QUORUM

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

6.0 MEETINGS

The Committee will begin to meet on or before February 15th each year. The meeting schedule, leading up to the day, will be determined by the committee. Minutes and supporting schedules will be provided to Human Resources for record keeping.