

Congregation Volunteer Roles for Faculty

(Revised: April, 2016)

Macebearers

Role and Responsibility:

The Macebearer is the most high-profile volunteer position and is in charge of the Chancellor's Procession. This responsibility includes confirming that all participants are present in the Robing Room (Thea's Lounge, Graduate Student Centre), lining up the participants in the order as prepared, giving the participants guidance on when and where to sit, and leading them to and from the Chan Centre.

In the Robing Room:

The Macebearer should arrive at Thea's Lounge 45 minutes prior to the commencement of the ceremony and check in with the University Marshal (Nancy Hermiston) or the Director of Ceremonies (Eilis Courtney).

For every ceremony, a list of participants is prepared with specific seating and procession orders. This list will be available from the Ceremonies Staff prior to the ceremony. A copy is also posted on the wall so that the participants can check where they are seated and where they are walking in procession.

Approximately 10 minutes before the procession is due to leave, the participants should be lined up by calling out their names and putting them in order (Ceremonies staff can assist, if required).

Upon notice that the faculty have processed, you will lead the Chancellor's Procession out of the Graduate Student Centre, across the Flag Pole Plaza and down the steps to the Chan Centre. *(NB if raining heavily, lead the procession down the stairs to Level 5 of the Rose Garden Parkade and walk through the Parkade to the Chan Centre entrance.)*

In the Chan Centre:

Upon arrival at the Chan Centre, the Macebearer leads the Chancellor's Procession to the first set of doors of the Chan Shun Theatre (Main Hall). The Faculty Procession will already be there waiting. Please ensure that all members of the Chancellor's Procession, particularly the President and Chancellor, are present before advising the Senior Marshal (Prof. Iain Taylor) that the Procession is ready to proceed.

When ready, Prof. Taylor provides this confirmation to the University Marshal who is on stage and who in turn signals the Band Director to begin the procession music. The Faculty Procession precedes the Chancellor's Procession and ideally there should be just a small gap between the two processions as they process onto the stage (to allow time for the University Marshal to guide the faculty into their seats).

Congregation Volunteer Roles for Faculty

(Revised: April, 2016)

The Macebearer processes onto the stage (audience right), walks right across the stage to the last seat and stands, shouldering the Mace, until the Chancellor assumes his position in front of his Chair. At this point the Macebearer places the Mace on the stand at the front of the stage, with the smaller end pointing towards the centre of the stage. The Macebearer generally has no other role during the ceremony, unless special circumstances require the Macebearer to provide assistance.

At the end of the ceremony, following the President's closing remarks, the macebearer steps forward, shoulders the Mace and steps towards the stairs (stage left), pausing for the Chancellor, Honorary Degree Recipient and President to follow. Once those three are in position, the Macebearer leads them down the stairs and out of the Chan Centre. The Registrar follows with the rest of the Chancellor's Procession participants. The Faculty Procession follows, led by the Faculty Marshals, and finally the students are led out.

To facilitate the quick, safe exiting of the guests from the Chan Centre, it is **very** important for the Macebearer to lead the procession out of the Chan, up the steps all the way to the Flag Pole Plaza which will encourage the rest of the processions to do the same. This will help avoid any congestion with those waiting to enter the Chan for the next ceremony.

Following the ceremony:

Once at the Flag Pole Plaza, the procession usually breaks ranks for conversation and refreshments so the responsibility of the Macebearer with respect to leading the procession is over. Frequently, students and their family members want to have photos taken with the Macebearer, the Chancellor and/or various members of the platform party. Please accommodate these requests if possible. However, please remember that the Mace needs to be back in the Robing Room no later than 20 minutes before the next ceremony. At the end of the day (following the last ceremony) the Mace needs to be returned to the Robing Room no later than a half hour after the end of the ceremony.