

GRADUATION GUEST SPEAKER PROCEDURE



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1 PURPOSE

- 1.1 This procedure outlines the processes for nominating, approving and recording guest speakers for CQUniversity graduation ceremonies.

2 SCOPE

- 2.1 This procedure applies to employees of CQUniversity and its controlled entities and members of the Ceremonial and Honorary Awards Committee.

3 PROCEDURE

Guest speakers

- 3.1 Guest speaker nominations may be drawn from the following stakeholder groups:
- Great Alumni Program
 - Alumni Award winners
 - Honorary Awardees
 - Council members
 - Regional Engagement Committee members
 - members of Council Committees
 - industry partners, and
 - local community leaders.

Nominations

- 3.2 Employees may nominate a graduation guest speaker to an Associate Vice-President using the [Guest Speaker Nomination Form](#). The Associate Vice-President will determine whether such nominations are included in the nomination list submitted annually to the Ceremonial and Honorary Awards Committee.
- 3.3 Potential guest speakers must meet the following criteria:
- be known to be a public speaker of calibre
 - have achievements that will inspire their audience, and
 - be supportive of the University.
- 3.4 The Director Strategic Engagement, in consultation with the Associate Vice-Presidents, will annually develop a confidential list of prospective speakers for the Ceremonial and Honorary Awards Committee to approve. A minimum of three potential speakers will be identified for each ceremony. Campuses that have more than one ceremony per year will be required to identify a minimum of five potential speakers.
- 3.5 Supporting documentation of how speakers meet the criteria must be provided within their nomination, along with a full biography which details professional credentials and information pertaining to any community involvement. The Deputy Director Communications will use information from the guest speaker's biography to prepare the guest speaker page in the Graduation Ceremony Booklet and the guest speaker introduction speech used during the graduation ceremony.

Approval

- 3.6 The Ceremonial and Honorary Awards Committee will approve a list of speakers for graduation ceremonies across the University footprint, normally at its mid-year meeting each year.
- 3.7 The Ceremonial and Honorary Awards Committee will exercise caution in cases where:
- the nominee is or has been a serving politician, either elected or titular, or
 - there is the possibility that the award may be perceived as payment-in-kind for services rendered to the University.
- 3.8 Where no graduation ceremony guest speaker on the approved annual listing is available to attend a ceremony, urgent additional graduation ceremony guest speaker nominations will be submitted to the Chancellor for approval via the Ceremonial and Honorary Awards Committee Secretary. The Chancellor may elect to circulate such nominations to the Ceremonial and Honorary Awards Committee for consideration. Any approvals will be provided to the next Ceremonial and Honorary Awards Committee meeting for noting.

Communication

- 3.9 The Senior Coordinator University Life will:
- keep a register of approved guest speakers
 - issue invitations to liaise with approved speakers, and provide 'thank you' communications to speakers following each graduation ceremony
 - provide guest speakers' details to the Strategic Engagement Directorate, and
 - provide update reports to the Ceremonial and Honorary Awards Committee on the guest speaker schedule.
- 3.10 The Strategic Engagement Directorate will ensure guest speakers receive ongoing opportunities to hear from, and engage with, the University.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The University Secretary is responsible for implementing, monitoring, reviewing and ensuring compliance with this procedure.

Reporting

- 4.2 No additional reporting is required.

Records management

- 4.3 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.4 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

6 RELATED LEGISLATION AND DOCUMENTS

[Guest Speaker Nomination Form](#)

7 FEEDBACK

- 7.1 Feedback about this document can be emailed to policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Council
Delegated Approval Authority	Ceremonial and Honorary Awards Committee
Advisory Committee	N/A
Required Consultation	N/A
Administrator	University Secretary
Next Review Date	08/06/2024

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 11/11/2015
Amendment Authority and Date	Ceremonial and Honorary Awards Committee 20/03/2019; Ceremonial and Honorary Awards Committee 08/06/2021; Editorial amendment 07/12/2022.
Notes	This document was formerly known as the Graduation Guest Speaker Nominations Procedure (updated on 08/06/2021).