1 ESTABLISHMENT

The Ceremonial and Honorary Awards Committee is a sub-committee of the Council of Central Queensland University and will provide reports, recommendations and/or advice to Council.

2 FUNCTIONS AND RESPONSIBILITIES

The Ceremonial and Honorary Awards Committee is responsible for managing how to recognise distinguished contributions by persons to the University or the community.

The Committee’s functions and responsibilities are to:

2.1 Consider submissions from individuals or groups within the University or outside the University on the desirability of recognising outstanding service by members of the University community or members of the public.

2.2 Advise Council on the honorary degrees and other awards, such as Companion of the University, it should confer and the reasons for the proposed conferrals.

2.3 Advise Council on the naming of physical facilities or organisational units in recognition of distinguished service by specific persons or financial contributions made to the University.
2.4 Consider and recommend to Council the bestowal of Emeritus titles on former staff of the University and the Laureate Professor title on current and exceptional prospective professors of the University.

2.5 Consider Alumni Award nominations and determine the recipients in accordance with the Alumni Awards Procedure. Advise the Vice-Chancellor and President on the Alumni Awards Procedure.

2.6 Approve the procedure for the nomination of Graduation Ceremony Guest Speakers.

2.7 Consider and approve Graduation Ceremony Guest Speakers.

3 DELEGATED AUTHORITIES

The Council has delegated to the Committee the authority to approve operational amendments to policies and new and amended procedures that pertain to the Committee’s functions and responsibilities.

4 REFERRAL OF MATTERS

The Committee may refer any item to Council for discussion, consideration and/or action, and may refer relevant matters for action or noting to other committees or officers as appropriate.

5 SUB-COMMITTEES

The Committee may establish standing or ad hoc sub-committees and approve their terms of reference, which must be constructed to ensure consistency and coordination between the functions of all sub-committees. The terms of reference of any sub-committee which has a role in the University’s governance processes must be approved by Council. The Committee may co-opt staff to serve on its sub-committees and/or working parties.

The Committee shall receive reports from its sub-committees and be responsible for monitoring and evaluating each sub-committee’s activities against their functions and responsibilities.

6 MEMBERSHIP AND TERMS OF OFFICE

The Committee shall comprise:

Ex-officio members:
- Chancellor
- Vice-Chancellor and President
- Provost
- Deputy Vice-Chancellor (Student Experience and Governance)
- President, Academic Board
- Deputy Vice-Chancellor (Engagement, Campuses and Mackay-Whitsunday Region)
- Director, Vice-Chancellor and President Office and Development.

Appointed members:
- at least two members external to the University, appointed by the Council
- at least one member of the University Council, appointed by the Council.

Gender representation on the Committee’s membership is encouraged.

New members will, on their appointment, receive relevant induction information and briefings to assist them to meet their Committee responsibilities.

Terms of office

Ex-officio members shall serve for the duration of their appointment. Ex-officio members may send a nominee when unable to attend a meeting.
Appointed members shall serve for a term determined by the Council, not exceeding two years. Appointed members would normally serve for a maximum of two terms of office. Any additional terms must be approved by Council.

7 RIGHTS OF AUDIENCE AND DEBATE

The Committee may extend rights of audience and debate on either a standing or ad hoc basis.

Those holding the following or equivalent positions shall have standing rights of audience and debate at meetings:
- Council Secretary.

Employees and external stakeholders may request the opportunity to address the Committee at any time. The Chair will consider and determine these requests.

8 OBSERVERS

Observers are welcome with the Chair’s prior permission and provided they advise the Secretary in advance.

Observers are entitled to see and hear the proceedings of the meeting but have no voting rights and no right to speak at meetings, unless invited to do so by the Chair. Observers must leave the meeting when requested by the Chair, or if any matters are to be considered in closed session.

9 CHAIR

The Chair shall be the Chancellor, and shall serve for the duration of their appointment to that position.

The Chair shall nominate an alternate Chair if the Chair is unable to attend a scheduled meeting.

10 SECRETARY

The Director, Corporate Governance shall nominate the Secretary.

11 CASUAL VACANCIES

A casual vacancy shall be filled in accordance with the Election of Members to University Committees Procedure.

12 RESIGNATION FROM COMMITTEE

If a member seeks to resign from this Committee they must give written notice where possible, unless their circumstances have changed in a way that makes it appropriate for them to resign with immediate effect.

13 REMOVAL OF A MEMBER FROM OFFICE

The Committee may terminate a person’s membership of the Committee for misconduct by a vote of two-thirds of those present at a committee meeting called in accordance with these terms of reference, and for which due notice of the motion to terminate the person’s membership has been given.

Where a member or their nominee does not attend three consecutive meetings of the Committee without adequate cause, that person’s membership may be terminated. A person who has had their membership terminated may apply to the Committee to have their membership reinstated.

14 QUORUM

A quorum for the Committee meeting is defined as 50% of the membership, plus one.

Where loss of quorum is identified, the meeting may be adjourned until a time the Chair determines. Any matters for decision considered when the meeting is inquorate must be subsequently ratified by the Committee by flying minute or at the next Committee meeting before those decisions can be actioned.
15 CONFIDENTIALITY

All information acquired during a member’s term of office is confidential to the University and must not be disclosed either during the member’s term or after termination, except as permitted by law and with prior permission from the Chair.

16 CONFLICT OF INTEREST

Committee members are required to declare to the Chair any real, perceived or potential conflict of interest they may have with any item on the Committee’s agenda.

If the Chair or Committee deems a member to have a conflict of interest in a matter before the Committee, the member must not be present when the Committee considers that matter.

Further details on identifying and dealing with a conflict of interest are provided in the Conflict of Interest Policy and Procedure.

17 MEETINGS

Committee meetings may be held face-to-face, by telephone, videoconference, or other electronic means. The Committee shall note its meeting schedule annually in advance and meet as scheduled. The Chancellor or Vice-Chancellor and President may call a special meeting.

Committee decisions may be made at a duly called and constituted meeting, or by a resolution in writing (flying minute) to all members of the Committee and physically or electronically signed by at least a quorum of members.

Committee members are required to fully prepare for each meeting, read the documentation in advance, and make every reasonable effort to attend each meeting.

18 ACCESS TO RESOURCES

External committee members will be provided with access to the Committee’s StaffNet page and any other resources they reasonably require to fulfil their duties as a committee member.

19 AGENDAS AND MINUTES

Agendas and associated documentation will be distributed at least three working days prior to the meeting, via the Committee page on StaffNet. Members will be notified by email of the location and availability of material. Members are encouraged to view the agenda electronically during the meeting.

Only with the Chair’s express permission will late papers or the tabling of papers be accepted. All papers must be submitted to the Secretary by the specified submission deadline.

Committee records are subject to the Queensland Public Records Act 2002 and therefore must be retained in accordance with the University’s Records Management Policy and Procedure.

Minutes are to be prepared for each meeting. The Chair will review the draft minutes and action sheet of each meeting, after which the Secretary will circulate the documents to all committee members and include them in the agenda papers for the next meeting.

20 EVALUATION AND REVIEW

To ensure that the Committee is fulfilling its duties, it will undertake an annual self-assessment of its performance against these terms of reference and provide that information to Council, along with any information Council requests to facilitate its review of the Committee’s performance and its membership.

The Administrator shall review these terms of reference every two years, in conjunction with the Committee, and provide a report, including any recommendations, to Council.
21 RELATED LEGISLATION AND DOCUMENTS

Alumni Awards Procedure
Emeritus Staff of the University Policy and Procedure
Graduation Guest Speaker Nominations Procedure
Honorary Awards Policy and Procedure
Laureate Professor of the University Procedure
Naming of Assets Policy
Nomination Forms for Honorary Awards, Guest Speakers, Naming of Assets, Emeritus Staff and Laureate Professor
Election of Members to University Committees Procedure

22 FEEDBACK

Feedback about this document may be emailed to policy@cqu.edu.au.

23 APPROVAL AND REVIEW DETAILS

<table>
<thead>
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<th>Details</th>
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Notes