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 staff members with responsibility for or an interest in, CQUniversity Graduation Guest Speakers.

3 PROCEDURE

Collecting names and details of potential guest speakers

3.1 Staff members with an interest in nominating graduation guest speakers can channel suggestions to their Associate Vice Chancellor or the Director, Development & Alumni Relations.

3.2 The Director, Development & Alumni Relations will be responsible for consulting annually with Associate Vice Chancellors to develop a confidential report of prospective speakers for the Ceremonial and Honorary Awards Committee to approve.

3.3 To ensure a quality pool, a minimum of three potential speakers will be identified for each ceremony.

3.4 Potential Guest Speakers will meet the following criteria:
   - Be known to be a public speaker of calibre
   - Have achievements that will inspire their audience
   - Be supportive of CQUniversity.

3.5 Individuals from the following stakeholder groups should form the nucleus of the Guest Speaker pool.
   - Great Alumni program
• Alumni award winners
• Honorary Awardees
• Council Members
• Regional Engagement Committee Members
• Lay Members of Council committees
• Industry partners
• Local community leaders.

Approval of potential guest speakers

3.6 At scheduled meetings, the Ceremonial and Honorary Awards Committee will approve a pool of speakers for Graduation ceremonies across the University footprint.

Approved speakers

3.7 The Secretary of the Ceremonial and Honorary Awards Committee will keep a register of approved speakers and will initiate approaches to approved speakers.

3.8 The Secretary will regularly liaise with Associate Vice Chancellors and the Manager, Graduation and Events to ensure they are kept informed regarding acceptance.

3.9 The Secretary of the Ceremonial and Honorary Awards Committee will provide update reports on the scheduling of speakers to the Committee.

4 RESPONSIBILITIES

Compliance, monitoring and review

4.1 Director, Development and Alumni Relations and Director, Governance are responsible for this Procedure’s compliance, reporting and review.

Reporting

4.2 Director, Development & Alumni Relations, is responsible for presenting the Reports of Recommended Guest Speakers to CHAC meetings.

7.3 Director, Governance, is responsible for updating the Graduation Ceremony Guest Speaker Register.

Records management

4.3 Staff must maintain all records relevant to administering this procedure in a recognised University recordkeeping system.

5 DEFINITIONS

5.1 Terms not defined in this document may be in the University glossary.

6 RELATED LEGISLATION AND DOCUMENTS

Central Queensland University Act

7 FEEDBACK

7.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.
## APPROVAL AND REVIEW DETAILS

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<td>Administrator</td>
<td>Director, Development and Alumni Relations and Deputy Vice-Chancellor (Student Experience and Governance)</td>
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