

CEREMONIAL AND HONORARY AWARDS COMMITTEE TERMS OF REFERENCE



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1 ESTABLISHMENT

Council established the Committee to provide reports and/or advice to Council on action it should take to recognise distinguished contributions by persons to the University or the community.

2 FUNCTIONS AND RESPONSIBILITIES

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](#).
- 2.6 Consider and approve Graduation Ceremony Guest Speakers.

3 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.

4 COMMITTEES

The Committee may establish standing or ad hoc nature committees and approve their terms of reference, which must be constructed to ensure consistency and coordination between the functions of all sub-committees.

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.

5 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.

Appointed members shall serve for a term of up to two years, and would normally serve for a maximum of two terms. Any additional terms must be approved by the Council.

The Committee's membership must include appropriate gender representation.

6 RIGHTS OF AUDIENCE AND DEBATE

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

7 CHAIR

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

In the absence of the Chair, the Chair will nominate a member of the Committee to act as Chair of that meeting.

8 SECRETARY

The Director, Governance shall nominate the Secretary.

9 CASUAL VACANCIES

A casual vacancy shall be filled in accordance with the method of appointment of the original Committee member.

10 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.

11 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.

12 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.

13 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 real or perceived 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](#).

14 MEETINGS

Committee meetings may be held face-to face, by telephone, videoconference, or other electronic means. Committee meetings shall normally be held at least three times per year. The Chancellor or Vice-Chancellor and President may call a special meeting.

Decisions of the Committee may be made at a duly called and constituted meeting, or by a resolution in writing 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.

15 ACCESS TO RESOURCES

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

16 OBSERVERS AND VISITORS

Observers and visitors must have received the Chair's prior permission to attend meetings, and must leave the meeting if any matters are to be considered in camera.

17 AGENDAS AND MINUTES

Agendas and associated documentation will be distributed 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 bring laptops, iPads or similar to the meetings and view the agenda online 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.

18 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.

19 FEEDBACK

University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

20 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Council
Advisory Committee to Approval Authority	Ceremonial and Honorary Awards Committee
Administrator	Deputy Vice-Chancellor (Student Experience and Governance)
Next Review Date	27/06/2020

Approval and Amendment History	Details
Original Approval Authority and Date	Council 10/09/1998
Amendment Authority and Date	Council 28/02/2005; Executive Director (Corporate Services) 29/01/2007; Council 26/07/2010; Council 01/05/2012; Council 08/12/2014; minor update Secretary to Council 23/04/2015; Ceremonial and Honorary Awards Committee 7/11/2016; Administrator Approval – Vice-Chancellor and President 11/09/2017; Council 25/10/2017; Council 27/06/2018.
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