

# GRADUATION GUEST SPEAKER NOMINATIONS 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 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](mailto:policy@cqu.edu.au).

## 8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President (or delegate)
Advisory Committee to Approval Authority	Ceremonial and Honorary Awards Committee
Administrator	Director, Development and Alumni Relations and Deputy Vice-Chancellor (Student Experience and Governance)
Next Review Date	11/11/2018

Approval and Amendment History	Details
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Notes	