

CEREMONIAL AND HONORARY AWARDS COMMITTEE TERMS OF REFERENCE



CONTENTS

1	ESTABLISHMENT	1
2	FUNCTIONS AND RESPONSIBILITIES	1
3	DELEGATED AUTHORITIES	2
4	SUB-COMMITTEES.....	2
5	MEMBERSHIP AND TERMS OF OFFICE	2
6	RIGHTS OF AUDIENCE AND DEBATE	3
7	OBSERVERS	3
8	CHAIR	3
9	SECRETARY	3
10	RESIGNATION FROM COMMITTEE	3
11	CASUAL VACANCIES	4
12	REMOVAL OF A MEMBER FROM OFFICE	4
13	QUORUM.....	4
14	CONFIDENTIALITY	4
15	CONFLICT OF INTEREST	4
16	MEETINGS	4
17	ACCESS TO RESOURCES	5
18	AGENDAS AND MINUTES.....	5
19	EVALUATION AND REVIEW	5
20	RELATED LEGISLATION AND DOCUMENTS	5
21	FEEDBACK.....	5
22	APPROVAL AND REVIEW DETAILS.....	6

1 ESTABLISHMENT

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

2 FUNCTIONS AND RESPONSIBILITIES

This Committee is responsible for managing how to recognise distinguished contributions by persons to the University or the community.

This Committee's functions and responsibilities are to:

- 2.1 Consider submissions on the desirability of recognising outstanding service by members of the University community or members of the public.
- 2.2 Recommend to Council the conferral or revocation of honorary degrees and other awards, such as Companion of the University, and the reasons for the recommendation.
- 2.3 Recommend to Council the naming, or revocation of naming, of physical facilities or business areas in recognition of distinguished service by specific persons or financial contributions made to the University.
- 2.4 Consider and recommend to Council the bestowal and revocation of Emeritus titles on former employees of the University.

- 2.5 Approve or revoke alumni awards in accordance with the [Alumni Awards Procedure](#). Advise the Vice-Chancellor and President on the [Alumni Awards Procedure](#).
- 2.6 Approve or revoke distinguished service awards in accordance with the [Honorary and Distinguished Service Awards Policy and Procedure](#).
- 2.7 Approve the procedure for the nomination of [Graduation Ceremony Guest Speakers](#).
- 2.8 Consider and approve Graduation Ceremony Guest Speakers.

3 DELEGATED AUTHORITIES

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

This Committee has delegated to the Chancellor the authority to approve Graduation Ceremony Guest Speakers where no graduation ceremony guest speaker on the approved annual listing is available to attend a ceremony.

4 SUB-COMMITTEES

This 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. This Committee may co-opt employees to serve on its sub-committees and/or working parties.

This Committee will receive reports from its sub-committees and be responsible for monitoring and evaluating and reporting to Council each sub-committee's activities against their functions and responsibilities.

5 MEMBERSHIP AND TERMS OF OFFICE

This Committee will comprise:

Ex-officio members:

- Chancellor
- Vice-Chancellor and President
- Vice-President (Academic)
- President, Academic Board
- Director Strategic Engagement
- Director Global Brand and Marketing.

Appointed members:

- at least one member of the University Council, appointed by the Council on recommendation of the Chancellor's Committee
- at least two members external to the University, appointed by the Council on recommendation of the Chancellor's Committee.

Members must represent and maintain effective communications between their business area and this Committee, as appropriate.

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 will serve for the duration of their appointment. Ex-officio members may send a proxy when unable to attend a meeting.

Appointed members of Council will serve for a term or terms determined by Council, with each term not exceeding four years.

Appointed external members will serve for a term not exceeding three years. Appointed external members would normally serve for a maximum of two terms of office. Any additional terms must be approved by Council.

Appointments

Appointed members will receive a letter detailing their term of office for each appointment/re-appointment.

Renewal of appointments will be led by the Chancellor's Committee, subject to active review in consultation with the Chair, with the rationale and renewal approved by Council.

6 RIGHTS OF AUDIENCE AND DEBATE

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

Attendees with rights of audience and debate may participate in meetings, but have no voting rights.

Those holding the following or equivalent positions (or their nominee) will have standing rights of audience and debate at meetings:

- Director Governance/University Secretary.

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

7 OBSERVERS

Observers are welcome with the Chair's prior permission and provided they advise the Secretary in advance. Observers will be advised of the confidentiality of the agenda and meeting, and the importance of maintaining confidence as appropriate

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.

8 CHAIR

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

The Chair will, if able, nominate an alternate Chair if they are unable to attend a scheduled meeting. Otherwise, the alternate Chair will be the appointed Council member on this Committee.

9 SECRETARY

The Director Governance/University Secretary will nominate the Secretary.

10 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. Members must submit their resignation in writing to the Chancellor, with a copy to the Director Governance/University Secretary.

11 CASUAL VACANCIES

A casual vacancy will be filled using the method of appointment of the departing committee member.

12 REMOVAL OF A MEMBER FROM OFFICE

Where a member or their nominee does not attend three consecutive meetings 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.

This Committee may terminate a person's membership 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.

Membership terminations will be notified to the Chancellor and Council, and confirmed by Council.

13 QUORUM

The quorum for a committee meeting will be 50 per cent 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 this Committee by flying minute or at the next Committee meeting before those decisions can be actioned.

14 CONFIDENTIALITY

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.

Employees attending or observing a meeting must maintain the confidentiality of the meetings, except to the extent required to effect the implementation of any Committee decision. The confidentiality requirements of all other observers are addressed in section [7](#).

15 CONFLICT OF INTEREST

Members must declare to the Chair any real, perceived or potential conflict of interest they may have with any item on the agenda.

If the Chair or Committee deems a member to have a conflict of interest in a matter before this Committee, the member may be excused from committee discussions and deliberations on that matter or may be asked to leave the meeting when this 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](#).

16 MEETINGS

Committee meetings may be held face-to face, by telephone, videoconference, or other electronic means. This Committee will 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 and electronically approved by at least a quorum of members.

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

17 ACCESS TO RESOURCES

External committee members will be provided with access to this Committee's [StaffNet Page](#) and any other resources they reasonably require to fulfil their duties as a committee member.

18 AGENDAS AND MINUTES

Agenda papers will be distributed at least three working days and a weekend prior to the meeting, via this Committee's [StaffNet Page](#). 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 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 will 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.

19 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.

20 RELATED LEGISLATION AND DOCUMENTS

[Alumni Awards Procedure](#)

[Emeritus Employee of the University Policy and Procedure](#)

[Graduation Guest Speaker Procedure](#)

[Honorary and Distinguished Service Awards Policy and Procedure](#)

[Naming of Assets Policy](#)

Nomination forms for:

- [Alumni Award](#)
- [Distinguished Service Award](#)
- [Emeritus Employee](#)
- [Guest Speaker](#)
- [Honorary Award](#)
- [Naming of Assets](#)

21 FEEDBACK

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

22 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Council
Delegated Approval Authority	Ceremonial and Honorary Awards Committee (operational amendments only)
Advisory Committee	Ceremonial and Honorary Awards Committee
Required Consultation	N/A
Administrator	Director Governance/University Secretary
Next Review Date	13/03/2027

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; Vice-Chancellor and President 11/09/2017; Council 25/10/2017; Council 27/06/2018; Council 2/12/2019; University Secretary 16/09/2020; Editorial amendment 21/01/2021; Deputy Vice-President (Students) and University Secretary 08/09/2021; Council 29/06/2022; Editorial amendment 31/08/2022; Council 19/10/2022; University Secretary 22/03/2023; Editorial amendment 17/05/2023; Editorial amendments 28/03/2024; Council 13/03/2024.
Notes	