

Honorary Awards Committee Terms of Reference

Section 1 - Establishment

Background

(1) The University Council has established the Honorary Awards Committee (the Committee). These Terms of Reference set out the Committee's purpose, authority, membership and functions and responsibilities.

(2) The procedures for the Committee are set out in the [Council and Council Committees Procedure](#).

Purpose

(3) The purpose of the Committee is to assist Council in exercising its functions in relation to the conferral of honorary degrees.

Authority

(4) The Committee does not have any delegated authorities.

Section 2 - Membership

(5) The membership of the Committee will be constituted by up to six members of Council and one member of the University's Executive Group appointed by Council on the recommendation of the Vice-Chancellor and the Nominations and Remuneration Committee.

(6) Council may appoint up to two members of the Academic staff of the University who are not members of Council on the recommendation of the Nominations and Remuneration Committee.

(7) The Nominations and Remuneration Committee will maintain a skills matrix to ensure the Committee is comprised of an appropriate mix of skills and any recommendations for changes to Committee membership will be in consultation with the Chair of the Committee.

Section 3 - Functions and Responsibilities

(8) The Committee's responsibilities are as follows:

- a. consider and make recommendations to Council with respect to:
 - i. the approval of nominations for honorary awards;
 - ii. the approval of proposal for the establishment of new honorary awards;
 - iii. the approval of rules, policy, procedures, and guidelines with respect to all aspects of honorary awards, these include but are not limited to eligibility, nomination, and conferral; and
- b. consider any other honorary award matters referred to it by Council, the Chancellor and/or the Vice-Chancellor.

Section 4 - Meetings

(9) Refer to the [Council and Council Committees Procedure](#) for meeting requirements and protocols.

Section 5 - Variations

(10) Variations to this Terms of Reference must be approved by Council.

Section 6 - Definitions

(11) For the purpose of this document:

- a. Committee – means the Honorary Awards Committee of Council.

Status and Details

Status	Historic
Effective Date	20th December 2021
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Responsible Executive	S. Bruce Dowton Vice-Chancellor
Responsible Officer	Sophie Buck Director, Governance Services
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