

AWARDS AND CEREMONIES COMMITTEE CHARTER

1. Establishment

- 1.1 There is an Awards and Ceremonies Committee (the Committee) reporting to the Council. The establishment of this Committee is under Division 2, Section 11 of the JCU Act 1997. The Ceremonial and Honorary Degrees Committee was first established by Council on 4 June 1998 and it became a sub-committee of the Human Resources Committee on 10 April 2014 before being renamed the Awards and Ceremonies Committee and merged with the Professores Emeriti Advisory Committee direct reporting line to Council on 8 December 2016.
- 1.2 The purpose of this charter is to outline the role, responsibilities, composition and operating guidelines of the Committee in accordance with the James Cook University Act 1997, other relevant legislation and other appropriate University Policies Procedures and has been approved by the Council of James Cook University.
- 1.3 The charter will be reviewed annually by the Committee to ensure it remains consistent with the Committee's authority, objectives and responsibilities. The Committee Chair may propose to the Council, following that review and from time to time, amendments to this charter for approval.

2. Authority, Independence and Relationships

- 2.1 The Committee has no authority, unless delegated to it by the Council of the University.

The Committee is a Committee of the University and is directly responsible to the Council of the University. In discharging its responsibilities the Committee has the authority to:

- x Conduct or authorise investigations into matters within its scope of responsibility.
- x

(b) Appointed— by the Council

Minimum of three members appointed by and from the Council whose appointment shall be based on their appropriate skills and/or experience in relation to the business conducted by the Committee.

(c) Additional

Council shall have the power to ~~opt~~ opt one additional member external to the University who has the appropriate skills and/or experience in relation to the business conducted by the Committee.

4.2 The Chair will be appointed by the Council from amongst its members and the Committee will have a Deputy Chair elected by the Committee. Whenever a vacancy occurs in the office, the Committee will elect a Deputy Chair and Deputy Chair will be neither a member of staff nor a student of the University nor a ~~opted~~ Opted Additional member.

4.3 The ~~Co~~opted Additional members will have appropriate qualifications/experience and will be from outside the University.

4.4 Appointments including appointments of ~~Co~~opted Additional members will be for a period of up to four years and will be recorded in a membership list for appending to the Charter. For ~~Co~~opted Additional members their appointment will be until their term of office expires or until they resign from the Committee, and for Council members until their successors are appointed or they cease to be members of the Council.

4.5 Before appointing a member, the Committee will:

(a) undertake consultation as appropriate; and

(b) ~~opt~~ opt one additional member external to the University who has the appropriate skills and/or experience in relation to the business conducted by the Committee.

Schedule A

Duties and Responsibilities of the Committee

1. The Committee is responsible for the following matters:
 - x the design of a University Medal*
 - x the design of Academic Dress*
 - x the use of the JCU Crest for memorabilia purposes*
 - x the naming of a University facility where the naming is to honour people, companies or organisations*
 - x ceremonial matters of the University
 - x the use of the full achievement of the University Armorial Bearings and the component parts
 - x consider proposals for the awarding of an Honorary Award in accordance with the [Honorary Awards Procedure](#)
 - x seek and facilitate the development of nominations for an Honorary Award to the University
 - x consider proposals for the granting of the title Emeritus Professor to a Professor of the University
 - x approve policies and procedures as per the JCU Policy and Delegations Responsibilities Map*
2. The Committee will provide advice to the

