



Terms of Reference

Honorary Awards Committee

Trim Location	12/G/27
Responsible Officer	University Secretary
Approval Date	10/12/2018
Approval Authority	USQ Council

1 Purpose

The Honorary Awards Committee is responsible for considering nominations for, and offering, honorary awards and titles.

2 Responsibilities

The duties and responsibilities of Honorary Awards Committee as determined by Council are:

- approving honorary awards and titles and reporting to Council on awards to be conferred;
- considering and making recommendations to Council on policy relating to honorary awards and titles, including the establishment of new categories of honorary awards and titles;
- establishing procedures and guidelines with respect to all aspects of honorary awards including academic dress, privileges, conferral and revocation processes for honorary awards;
- ensuring an appropriate publicly accessible list of honorary award recipients is maintained.

The Committee may, if it considers it more appropriate, recommend that a candidate nominated for a particular category be considered for a different category of honorary award.

3 Authority

The Council authorises the Committee, within the scope of its responsibilities, to:

- perform activities within its terms of reference;

- engage independent counsel and other advisers as it deems necessary to carry out its duties;
- require the attendance of University employees at meetings as appropriate;
- have unrestricted access to management and employees; and
- receive any relevant information it requires from any employee of the University or any of its controlled entities.

4 Membership

Council nominates and appoints Committee members.

Membership of the Honorary Awards Committee consists of:

- Chancellor
- Deputy Chancellor
- Vice-Chancellor
- One member of Council, who is not an employee of the University
- Chair, Academic Board
- Two elected staff members of Council

The Chancellor is the chairperson of the Committee.

Members will be appointed for a term of office to run concurrently with the term of office of the Council.

The Charter of University Governance determines the expectations for the Committee in terms of diversity and equality. Council strives to ensure that neither gender will comprise more than 60% of the membership of the Committee, and acknowledges there is a limit to achieving this aim given the structure of Council's membership.

5 Meetings

Honorary Awards Committee will meet at least twice per year.

Meetings are conducted in accordance with the Guidelines for the Conduct of Meetings of Council and Council Committees – available at:

<https://www.usq.edu.au/about-usq/governance-leadership/governance/usq-council>

Where a nominee for an honorary award has been proposed by a Committee member, that member shall declare his/her interest in the nomination and depart the meeting whilst the Committee considers and votes on the nomination.

All nominations to the Committee are confidential and the full names and details of the nominees remain confidential and shall be released only after acceptance by the nominee of an offer of an honorary award.

6 Ethical Practices, Confidentiality And Independence

Members of the Committee are to:

- exercise objectivity and probity in the discharge of their duties and responsibilities;

- refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and independently;
- act in a proper and prudent manner in the use of information acquired in the course of their duties and responsibilities;
- exercise sound judgement guided by highest personal standards of honesty and integrity in all matters relating to membership of the Committee;
- ensure that they do not place themselves in situations which could lead to, or be perceived to, give rise to a conflict of interest; and
- disclose to the Committee any matter which could compromise, or be seen to compromise, the performance of their duties on the Committee or give rise to a perception of a conflict of interest.

7 Secretary

The University Secretary acts as Secretary to the Committee.

8 Performance Evaluation

At a time that coincides with the self-evaluation of performance undertaken by Council, the Committee will undertake a self-evaluation of its performance utilising such self-assessment tool as Council shall approve. The evaluation shall be submitted to Council.

If directed by Council, the Committee will arrange for an external review of its activities.

9 Review Of Terms Of Reference

These Terms of Reference will be reviewed annually by the Committee to ensure they remain consistent with the Committee objectives and responsibilities. Any proposed amendments to the Terms of Reference will be referred to Council for approval.

Modification History

Date	Source	Details
10/12/2018	Council	Revised Terms of Reference following annual review by Honorary Awards Committee (minor editorial update only)
11/12/2017	Council	Revised Terms of Reference following annual review by Council
30/10/2017	Council	Revised Terms of Reference (revised membership)
12/12/2016	Council	Revised Terms of Reference following annual review by Honorary Awards Committee (no change)
14/03/2016	Council	Revised membership provisions
07/12/2015	Council	Revised Terms of Reference following annual review by Honorary Awards Committee
08/12/2014	Council	Revised Terms of Reference following annual review by Honorary Awards Committee
01/07/2013	Council	Revised Terms of Reference