

HONORARY AWARDS AND APPOINTMENTS COMMITTEE CONSTITUTION

1.0 ESTABLISHMENT

- 1.1 The Honorary Awards Nominations Committee was established as a committee of the Vice-Chancellor by the University Council at its meeting held on 17 December 1997 (Resolution No: C 199/97).
- 1.2 The Honorary Awards and Appointments Committee was approved by Council at its meeting held on 7 December 2016 (Resolution No: C 188/16).

2.0 FUNCTIONS OF THE COMMITTEE

- 2.1 The Honorary Awards and Appointments Committee (HAAC) is responsible for the initial review and shortlisting of nominations for honorary awards, honorary achievement awards and the appointment of patrons.

3.0 MEMBERSHIP

- 3.1 The membership of the HAAC comprises the following ex officio members:
 - 3.1.1 Vice-Chancellor (Chair);
 - 3.1.2 Provost;
 - 3.1.3 Deputy Vice-Chancellor; Academic
 - 3.1.4 Deputy Vice-Chancellor, Research;
 - 3.1.5 Chief Advancement Officer;
 - 3.1.6 Chair, Academic Board; and
 - 3.1.7 One Pro Vice-Chancellor, nominated by the Provost.
- 3.2 The Director, Secretariat and Council Secretary, shall be the Executive Officer for the Committee.

4.0 RIGHTS OF AUDIENCE AND DEBATE

- 4.1 The Committee may invite any person or persons from within the University to attend a meeting, or to attend for one or more specified items, as considered appropriate by the Chair.

5.0 QUORUM

- 5.1 As the HAAC is comprised wholly of ex officio members, it is expected that most, if not all positions will be represented at each meeting of the HAAC.
- 5.2 The quorum for HAAC meetings is to be not less than four (4) members.

6.0 VOTING

- 6.1 Normally recommendations of the HAAC would be reached by consensus, however, in the event of disagreement, decision on any matter are made by the majority with the Chair only having a deliberative vote.

7.0 FREQUENCY OF MEETINGS

- 7.1 The HAAC shall meet at least three times a year, timed so that a Council resolution or recommendation for approval to award a relevant award may be made in time to allow presentation at the next relevant round of graduation ceremonies or as part of a relevant University event.

8.0 ESTABLISHMENT OF ADVISORY COMMITTEES

- 8.1 The HAAC may establish an advisory committee to undertake particular tasks in relation to the review and shortlisting of award nominations. The composition of an advisory committee may include persons other than members of the HAAC.

9.0 PREPARATION, CLASSIFICATION AND DISSEMINATION OF COMMITTEE PAPERS

- 9.1 Agendas, supporting documentation and minutes of HAAC meetings will be provided only to members, principally via a secure and electronic board portal.

10.0 IMPLEMENTATION AND DISSEMINATION OF DECISIONS

- 10.1 It is the responsibility of the Executive Officer in conjunction with the Office of Corporate Relations to take appropriate follow-up action after a decision has been approved by the appropriate authority, including broader dissemination, and arrangements for implementation.

11.0 ADMINISTRATIVE SUPPORT

- 11.1 Director, Secretariat and Council Secretary is responsible for the secretarial support of the Committee.

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REVISION HISTORY

Revision Ref. No.	Approved/ Rescinded	Date	Committee/ Board	Resolution Number	Document Reference
HANC	Approved	17 Dec 1997	Council	C 199/97	
HAAC	Approved	7 Dec 2016	Council	C 188/16	Attachment K to Item 8.1.4
HAAC	Approved	10 May 2023	Council	C 60/23	Attachment A to Item 8.2