

AWARDS & CEREMONIES COMMITTEE
ANNUAL SCHEDULE OF BUSINESS - 2017

	Responsible Officer	1st Meeting	Last meeting	As required
Membership List	<ul style="list-style-type: none"> • Secretary 	√		
Confidentiality Provisions	<ul style="list-style-type: none"> • Secretary 	√		
Annual Review of Charter	<ul style="list-style-type: none"> • Secretary 		√	
Adoption of Schedule of Business for the following year	<ul style="list-style-type: none"> • Secretary 		√	
Self-Assessment of Overall Performance of Committee and Self-Assessment Against Charter	<ul style="list-style-type: none"> • Secretary 		√	
Graduation Ceremonies: - Reports - Graduation Dates for following year	<ul style="list-style-type: none"> • Chancellor • University Secretary • Ceremonies Officer 			√
Honorary Award Proposals – Status Report	<ul style="list-style-type: none"> • Division of Global Strategy & Engagement • Secretary 			√
Honorary Award Proposals – Preliminary Nominations	<ul style="list-style-type: none"> • Division of Global Strategy & Engagement via VC Office 			√
Honorary Award Proposals – Full Submission	<ul style="list-style-type: none"> • Nominators • Secretary 			√
Any other matters within the Committee’s remit which may arise	<ul style="list-style-type: none"> • Secretary 			√