

**AWARDS & CEREMONIES COMMITTEE**  
**ANNUAL SCHEDULE OF BUSINESS - 2021**

	Responsible Officer	Annually	Every Meeting	As required
Membership List	<ul style="list-style-type: none"> <li>• Secretary</li> </ul>	√		
Confidentiality Provisions	<ul style="list-style-type: none"> <li>• Secretary</li> </ul>	√		
Review of Charter	<ul style="list-style-type: none"> <li>• Secretary</li> </ul>	√		
Adoption of Schedule of Business for the year	<ul style="list-style-type: none"> <li>• Secretary</li> </ul>	√		
Graduation Ceremonies: - Reports - Graduation Dates for following year	<ul style="list-style-type: none"> <li>• Chancellor</li> <li>• University Secretary</li> <li>• Ceremonies Officer</li> </ul>	√		
Honorary Award Proposals – Status Report	<ul style="list-style-type: none"> <li>• Secretary</li> </ul>		√	
Honorary Award Proposals – Preliminary Nominations	<ul style="list-style-type: none"> <li>• Secretariat/Vice Chancellor’s Office</li> </ul>			√
Honorary Award Proposals – Full Submission	<ul style="list-style-type: none"> <li>• Nominators</li> <li>• Secretary</li> </ul>			√
Any other matters within the Committee’s remit which may arise	<ul style="list-style-type: none"> <li>• Secretary</li> </ul>			√