

AWARDS and CEREMONIES COMMITTEE
ANNUAL SCHEDULE OF BUSINESS – 2024

| | Responsible Officer | Meeting 1 | Meeting 2 | Meeting 3 | Meeting 4 |
|---|--|--------------|--------------|--------------|--------------|
| Membership List | <ul style="list-style-type: none"> Secretary | | | | √ |
| Confidentiality Provisions | <ul style="list-style-type: none"> Secretary | | | | √ |
| Review of Charter | <ul style="list-style-type: none"> Secretary | | | | √ |
| Adoption of Schedule of Business for the year | <ul style="list-style-type: none"> Secretary | | | | √ |
| Proposed 2025 Meeting dates (towards end of year meeting 3 or 4) | <ul style="list-style-type: none"> Secretary | | | √ | √ |
| Graduation Ceremonies: - Reports <ul style="list-style-type: none"> Secretary and Deputy Secretary Ceremonies Officer Chancellor | <ul style="list-style-type: none"> Chancellor University Secretary Ceremonies Officer | | | √ | |
| Honorary Award Proposals – Status Report | <ul style="list-style-type: none"> Secretary | √ | √ | √ | √ |
| Honorary Award Proposals – Preliminary Nominations | <ul style="list-style-type: none"> Secretariat UE VCAG | √ | √ | √ | √ |
| Honorary Award Proposals – Full Submission | <ul style="list-style-type: none"> Nominators Secretary UE VCAG | √ | √ | √ | √ |
| Any other matters within the Committee’s remit which may arise | <ul style="list-style-type: none"> Secretary | | | | |