

Ceremonial & Honorary Degree Committee – Work Plan – Standing Items

	Responsible Officer/Area	Meeting 1 (Feb)	Meeting 2 (June/July)	Meeting 3 (Sept)	Note	Approve	Council Approve
Membership List	Secretary, C&HDC	✓			✓		
Confidentiality Provisions	Secretary, C&HDC	✓			✓		
Meeting Dates - proposed	University Secretary			✓		✓	✓
Graduation Ceremonies: - Reports - Graduation Dates for following year	<ul style="list-style-type: none"> • Chancellor • University Secretary • Ceremonies Officer 		✓		✓		
Confidential Matters							
Canvassing Potential Nominees – Master List of Proposed Candidates	<ul style="list-style-type: none"> • Marketing and Engagement • Vice-Chancellor 		✓ (FAESS FBLCA FSE)	✓ (FMHMS)		✓	
Honorary Award Proposals – Full Submission	<ul style="list-style-type: none"> • Vice-Chancellor • Secretary, C&HDC 		✓ (FMHMS)	✓ (FAESS FBLCA FSE)			✓