

# Honorary Awards Committee

## Terms of Reference

### 1 Membership

The following shall be Ex-officio Members of the Committee:

The Vice-Chancellor;  
The Chair of the University Board; and  
The Deputy Chief Executive.

The University Board shall appoint a Student Member of the Board and up to two Independent Members of the Board as members of the Committee. The Board may also appoint other persons to the Committee as Co-opted Members on such terms as the Board may consider appropriate.

Chair

The Vice-Chancellor shall be the Chair of the Committee and the Chair of the University Board shall be the Deputy Chair of the Committee.

In attendance

The Committee may invite such attendees as it considers necessary, depending on the nature of the business to be discussed.

The Committee may as it considers necessary or appropriate appoint individuals to advise and/or assist the Committee on a temporary basis in respect of any aspect of its role.

Quorum

The quorum of the Committee shall be four Members which must include either the Chair or Deputy Chair.

Secretary

The University Secretary (Clerk to the Board) or their nominee shall act as Secretary to the Committee.

### 2 Remit and Key Functions

The Committee has delegated authority to:-

- (a) determine the process for identification and nomination of potential candidates for the receipt of Honorary Awards (academic and non-academic) from the University;

- (b) consider potential recipients and, where considered appropriate, grant Honorary Awards, including posthumous awards (academic and non-academic) on behalf of the University;
- (c) revoke any Honorary Awards conferred by the University in circumstances in which the Committee consider that conduct of the recipient has brought (or is likely to bring) the University into disrepute; and
- (d) undertake such other duties as may be referred to the Committee by the Board.

### **3 Meetings and Decisions**

- 3.1 The Committee shall meet as and when necessary.
- 3.2 Subject to the agreement of the Chair, the Committee may take decisions by written resolution provided the resolution is supported by all members of the Committee.

### **4 Reporting**

The Committee shall report to the Board periodically on any Honorary Awards made.

### **5 Review**

The Committee should periodically (and a minimum of every four years) undertake a review of its terms of reference and its own effectiveness and recommend any necessary changes to the University Board.