

## **Honorary Awards Joint Committee**

### **Terms of Reference**

#### **1. Constitution**

1.1 The Board of Governors and the Academic Board have established a joint committee known as the Honorary Awards Joint Committee.

#### **2. Definitions**

2.1 Honorary Awards in these terms of reference means Honorary Degrees and Honorary Fellowships. Honorary Degrees and Honorary Fellowships are defined in the criteria and procedures as approved by the Academic Board.

#### **3. Membership**

3.1 Membership shall consist of up to 3 independent governors including the Chair of the Board; up to two Academic Board staff governors; the President of the Students' Union; the Vice Chancellor; the Deputy Vice Chancellor (Chair of Academic Board); and the University Secretary.

3.2 The independent governor members shall be selected by the Board of Governors

3.3 A quorum shall consist of at least 2 independent governors.

3.4 The chair shall be a member of the Board of Governors. The chair can be an independent, staff or student governor.

3.5 The committee may, if it considers it necessary or desirable, co-opt members with particular expertise.

#### **4. Attendance at meetings**

4.1 The Director of Corporate Affairs and the Head of Alumni and Development shall normally attend meetings.

#### **5. Frequency of meetings**

5.1 Meetings shall normally be held once each year.

## **6. Authority**

6.1 The Committee has delegated authority from the Board of Governors to select recipients for the conferment of an honorary degree or an honorary fellowship based on procedures and criteria as approved by the Academic Board.

## **7. Secretary**

7.1 The secretary to the Honorary Awards Joint Committee will be the Clerk to the Board or other appropriate person nominated by the Clerk.

## **8. Duties**

8.1 The duties of the committee shall be to consider nominations received in accordance with procedures laid down by the Academic Board for the award of Honorary Degrees and Honorary Fellowships.

## **9. Reporting Procedures**

9.1 The Committee shall report to the Board of Governors and the Academic Board its decisions regarding selection of recipients for conferment of Honorary Awards.

*Approved by the Board of Governors on 19 July 2012*

*Revised by the Board of Governors on 18 July 2020*