

## Appointment of Patrons Procedures

### 1. POLICY SUPPORTED

[Appointment of Patrons Policy](#)

### 2. PROCEDURAL DETAILS

#### 2.1 Nominations for the Appointment of a Patron

2.1.1 Only the Vice-Chancellor and Executive Managers may nominate individuals for the appointment of a patron.

2.1.2 Nominations will be submitted using the relevant nomination form.

#### 2.2 Initial review and shortlisting of nominations

2.2.1 The Office of Advancement:

a) is responsible for the initial review of nominations to ensure:

- i) all relevant criteria has been addressed; and
- ii) all supporting documentation has been provided.

b) will forward completed nominations to the Honorary Awards and Appointments Committee (HAAC) for consideration and shortlisting.

2.2.2 The HAAC will:

- a) assess nominees against the criteria for the appointment of a patron;
- b) obtain and consider additional information from the nominator, other persons or the Planning and Management Committee, if deemed necessary;
- c) ensure due diligence processes have been undertaken; and
- d) provide a report on the recommended appointments to the Executive Committee of Council.

#### 2.3 Council deliberation and resolution processes

2.3.1 The Executive Committee will consider the report of HAAC.

2.3.2 To assist in its deliberations, the Executive Committee may obtain and consider additional information it considers necessary.

2.3.3 The Executive Committee will provide a report to Council on the recommended appointments and the Committee's deliberations.

2.3.4 Council will consider the report of the Executive Committee and confer any appointment it wishes to award.

#### 2.4 Notification of decision

2.4.1 The Vice-Chancellor will contact the successful nominee to advise him or her of Council's decision and will invite the recipient to accept the appointment.

2.4.2 Where a nomination is unsuccessful, the Vice-Chancellor will advise the nominator of the outcome.

#### 2.5 Event in celebration of the appointment

2.5.1 The appointment of a patron will be celebrated at an appropriate event as determined by the relevant Executive Manager.

2.5.2 The Office of Corporate Relations will:

- a) coordinate all public relations and media services in relation to the appointment of the patron ;
- b) maintain a list of patrons; and
- c) manage the University's ongoing relationship with the patron.

## 2.6 Duration and suspension of the appointment

2.6.1 Patrons will be appointed for a term of three years. A patron may be reappointed for consecutive terms.

## 2.7 Benefits and entitlements of appointment

2.7.1 A person who has been appointed a patron:

- a) is entitled to use that title in all situations and for all correspondence;
- b) will promote and advocate on behalf of an organisational unit or activity as discussed with the appropriate Executive Manager; and
- c) will be invited to appropriate University events

## 3. RESPONSIBILITIES

There are no additional responsibilities other than those set out under section 2.

## 4. SCOPE OF PROCEDURES

These procedures apply to all members of the University community (which includes Council members, students, staff, University Associates, Curtin controlled entities, and all persons participating in University business or activities, including whether as a visitor, adjunct appointee, service provider, or contractor).

## 5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

### Patron

A distinguished person who is appointed by the University for one of its organisational units or activities.

## 6. SCHEDULES

*Nil*

## 7. RELATED DOCUMENTS/LINKS/FORMS

Nomination Form

|                                  |  |
|----------------------------------|--|
| <b>Policy Compliance Officer</b> | <a href="#">Celia Hurley</a> , Chief Advancement Officer   Office of Advancement |
| <b>Policy Manager</b>            | Vice President, Corporate Relations  |
| <b>Approval Authority</b>        | Honorary Awards and Appointments Committee                                       |
| <b>Review Date</b>               | 1 <sup>st</sup> April 2020   |

## REVISION HISTORY

| Version | Approved/<br>Amended/<br>Rescinded | Date       | Committee / Board /<br>Executive Manager | Approval /<br>Resolution<br>Number | Key Changes and Notes      |
|---------|------------------------------------|------------|--|------------------------------------|----------------------------|
| New     | Approved                           | 07/12/2016 | Council                                  | C 188/16                           | Attachment J to Item 8.1.4 |