

ANU Medals Committee Charter

Introduction

1. The Academic Quality Assurance Committee of The Australian National University has established the ANU Medals Committee (“the Committee”) in accordance with clause 31 of the *Academic Quality Assurance Committee Charter*.
2. This Charter sets out the Committee’s objective, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

Objective

3. The objective of the Committee is to make recommendations for the award of medals, the Tillyard Prize, and the Love Prize to the Deputy Vice-Chancellor (Academic).

Authority

4. The Academic Quality Assurance Committee authorises the Committee, within the scope of its roles and responsibilities, to:
 - obtain any information it needs from any ANU staff and/or external party (subject to their legal obligation to protect information);
 - request the attendance of any ANU staff at Committee meetings;
 - discuss any matters with external parties (subject to confidentiality considerations); and
 - obtain professional external advice, as considered necessary to meet its responsibilities, at the University’s expense.

Composition and Tenure

5. The Committee consists of:
 - Dean of Students, *ex officio* Chair
 - Deputy Dean of Students, *ex officio* Deputy Chair
 - one representative from each ANU College nominated by the College Dean, who is the Chair of the College Medals Committee; or a member of the College Medals Committee; or an Associate Dean

6. Appointed members serve a term of two years and are eligible for re-appointment.
7. An appointed or elected member may resign from the Committee in writing to the Chair.
8. If a member of the Committee is absent from two meetings of the Committee without the written approval of the Chair, or ceases to be eligible for appointment, the Chair may declare the member's position vacant.
9. When a vacancy occurs in the membership of the Committee, an eligible person may be appointed by the Chair to fill the vacancy and serves the remainder of the former member's term of office.
10. Whenever an opportunity arises for the Chair to appoint a new member to the Committee, the Chair has regard to the current gender balance of the Committee before making decisions regarding an appointment.

Roles and Responsibilities

11. The Committee exercises such roles and responsibilities as may be assigned to it under the Policy: *University Medal and Postgraduate Medal for Academic Excellence* and its associated Procedure from time to time, but only such powers as are explicitly delegated to it.
12. The Committee considers the nominations put forward by each College on the basis of the Procedure: *University Medal and Postgraduate Medal for Academic Excellence*.
13. The Committee assesses each nomination as per the Procedure: *University Medal and Postgraduate Medal for Academic Excellence*.
14. Outcomes of Committee decisions are communicated as per the Procedure: *University Medal and Postgraduate Medal for Academic Excellence*.

Responsibilities of Members

15. Members of the Committee are expected to understand and observe the legal requirements of the [Australian National University Act 1991](#), the [Public Governance, Performance and Accountability Act 2013](#) and [University legislation](#).
16. Members are also expected to:
 - act in the interests of the University as a whole;
 - contribute the time needed to study and understand the papers provided; and
 - apply good analytical skills, objectivity and good judgment.

Reporting

17. The Committee provides an Annual Report to the Academic Quality Assurance Committee on its operation and activities. The report includes:

- a summary of the work it performed to fully discharge its responsibilities during the preceding year, as per clause 19 of the Procedure: *University Medal and Postgraduate Medal for Academic Excellence*; and
- details of meetings, including the number of meetings held during the relevant period, and the number of meetings each member attended.

18. The Committee may, at any time, report to the Academic Quality Assurance Committee any other matter it deems of sufficient importance to do so.

Administrative Arrangements

Meetings and Planning

19. The Committee shall hold ordinary meetings two times per year on dates determined by the Committee.

20. Meeting dates and locations are agreed by the Committee each year to align with associated conferral ceremonies.

21. The Chair may convene an extraordinary meeting and is required to convene an extraordinary meeting if asked to do so by at least 50% of the Committee members.

22. The Chair convenes and presides at all meetings of the Committee at which they are present. The Chair has a deliberative and a casting vote on all matters before a meeting of the Committee. When the Chair is unable to preside at a meeting, the Deputy Chair presides.

23. As per clause 14 of the Procedure: *University Medal and Postgraduate Medal for Academic Excellence*, all deliberations concerning the assessment of candidates for Medals are confidential.

24. All matters relating to individual persons, including appointments, enrolment candidacy for degrees, personal details, performance and conduct are treated as confidential. Confidential items are so marked on the agenda.

Attendance at Meetings and Quorums

25. A quorum consists of at least 50 per cent of Committee members who hold office.

26. Meetings are held in person, and a Committee member may only participate in a meeting by telephone or videoconference with the prior consent of the Chair. The Secretariat shall arrange the telephone or videoconferencing facility.

27. A member of a Committee who is unable to attend a meeting of the Committee may nominate an alternate from the same category of membership to attend the meeting on their behalf. An alternate must be a person who would otherwise be eligible to be chosen as a member of the Committee.
28. Alternates have the same rights and responsibilities as Committee members.
29. The Chair may request any other ANU staff and/or external party to attend Committee meetings or participate in certain agenda items.

Secretariat

30. The Examinations, Graduations, Academic Progress and Prizes Office provides secretariat support to the Committee.
31. Academic Colleges are responsible for the completion of nomination forms and supporting information to be presented to the Committee. Such papers are submitted to the Examinations, Graduations, Academic Progress and Prizes Office for inclusion in the agenda papers.
32. The Examinations, Graduations, Academic Progress and Prizes Office ensures the agenda and supporting papers for each meeting are circulated (via the Committee's [SharePoint site](#)) after approval from the Chair and at least 48 hours before the meeting.
33. The Examinations, Graduations, Academic Progress and Prizes Office ensures the minutes of the meetings are prepared and maintained. Minutes are approved by the Chair and circulated to each member of the Committee.

Conflicts of Interest

34. Committee members declare any material or pecuniary personal interests, whether they are actual, potential or perceived, at the start of each meeting or before discussion of the relevant agenda item or topic. Details of material personal interests declared by Committee members, and actions taken, are appropriately recorded in the minutes.
35. If a Committee member makes a declaration under Clause 34, the member must not exercise, or continue to exercise, any of the member's functions as a member of the Committee in relation to the relevant agenda item or topic unless the Committee agrees to the member continuing to be a member of the Committee for that agenda item or topic.

Induction

36. The Examinations, Graduations, Academic Progress and Prizes Office maintains a program of induction for Committee members to assist them to meet their Committee responsibilities.

