

Delegation Schedule F - Identity and Engagement Delegations

Function		Holders and Limits	Document Reference and Guidance
Alumni Engagement			
F1	Authority to approve development and implementation of alumni engagement activities	Director Advancement, Communication and Events	
F2	Authority to approve establishment of alumni chapters.	Director Advancement, Communication and Events	
F3	Authority to approve alumni-related University events.	Director Advancement, Communication and Events	
F4	Determine recipients of the Distinguished Graduate Fellow of the University.	UNE Council	Honorary Titles and Awards Procedure Honorary Titles and Awards Rule
F5	Determine recipients of the: Distinguished Alumni Award Young Distinguished Alumni Award Alumna Achievement Award	Vice-Chancellor and Chief Executive Officer	Honorary Titles and Awards Procedure Honorary Titles and Awards Rule Administrative Notes Delegation held by Committee convened by Vice Chancellor and Chief Executive Officer on an annual basis.
Corporate Identity			
F6	Authority to approve the licence or use of the University's Coat of Arms, name, logo and trademarks.	Vice-Chancellor and Chief Executive Officer Pro Vice-Chancellor (External Relations) Executive Director Marketing and Strategy	Administrative Notes UNE Corporate Events Manual Visual Identity Guidelines
F7	Authority to approve use of a third party's logo or branding in University owned publications including electronic publications and digital publishing channels.	Pro Vice-Chancellor (External Relations) Executive Director Marketing and Strategy	
F8	Approve the incorporation of a UNE partner's logo, heraldic achievement (coat of arms and/or name) on an official testamur of the University.	UNE Council	General Rules
Fundraising			

F9	Authority to approve university-wide fundraising campaigns or to initiate donations/endowment request.	Vice-Chancellor and Chief Executive Officer	Advancement Policy Advancement Procedures Administrative Notes Recommendations to be provided to the Vice Chancellor and Chief Executive Officer through the Advancement Committee.
F10	Authority to approve fundraising activities undertaken on behalf of the University, including by controlled entities, centres and foundations.	Vice-Chancellor and Chief Executive Officer	Advancement Policy Advancement Procedures
F11	Authority to approve the establishment of a trust fund for the purposes of fundraising or accepting donations.	Vice-Chancellor and Chief Executive Officer	Advancement Policy Advancement Procedures
Gifts and Bequests			
F12	Authority to approve acceptance, on behalf of the University, real property or other tangible items or gifts donated or bequeathed by alumni and donors.	Vice-Chancellor and Chief Executive Officer Director Advancement, Communication and Events	Advancement Policy Advancement Procedures Code of Conduct Conflicts of Interest Policy Conflicts of Interest Procedures Terms of Reference (Vice-Chancellor approved) - Art Advisory Committee Administrative Notes This delegation must be exercised on the advice (where appropriate) of the Chief Legal and Governance Officer and/or Legal Office and/or Chief Financial Officer and/or Chief Operating Officer and/or Pro Vice-Chancellor External Relations.
F13	Authority to approve acceptance, on behalf of the University items for the Collections and/or Museums.	Curator Cultural and Teaching Collections Curator Museum of Antiquities Curator Natural History Museum Curator NCW Beadle Herbarium Art Advisory Committee (VC Approved) University Archivist University Librarian	

F14	Authority to decline a gift or bequest.	Vice-Chancellor and Chief Executive Officer	Advancement Policy Advancement Procedures Administrative Notes Delegation must be exercised in accordance with the Advancement Policy and Procedures and on the advice of the Director Office of Advancement and other relevant University officers as appropriate.
F15	Maintain Gifts and Benefits Register.	Records Manager	Gifts and Benefits Procedures
Marketing			
F16	Authority to appoint a new advertising agency.	Executive Director Marketing and Strategy	Procurement Policy Procurement Procedures
F17	Authority to approve international and domestic marketing campaigns, including advertising campaigns and market research.	Pro Vice-Chancellor (External Relations) Executive Director Marketing and Strategy	
F18	Authority to approve creation of new marketing materials.	Executive Director Marketing and Strategy	
F19	Authority to approve course promotional materials and content.	Executive Director Marketing and Strategy	
Media Release			
F20	Authority to approve the issue of official University media releases.	Vice-Chancellor and Chief Executive Officer	Media Policy
Naming			
F21	Exercise right to name University buildings, other physical assets (including laboratories, gardens and roads) and University centres.	UNE Council	Advancement Policy Advancement Procedures Authority Retained by Council Rule Naming of Facilities at UNE Policy Administrative Notes Proposals need to be endorsed by the Vice-Chancellor and Chief Executive Officer before submission to UNE Council.
Sponsorship			

F22	Authority to approve acceptance of sponsorship from third parties.	Pro Vice-Chancellor (External Relations)	
F23	Authority to approve sponsorship to third parties.	Pro Vice-Chancellor (External Relations)	
University Digital Publishing Channels			
F24	Authority to approve standards used in the university digital publishing channels.	Executive Director Marketing and Strategy	
F25	Authority to approve creation of University web domain names or sub-domains.	Executive Director Marketing and Strategy	
F26	Authority to direct the removal of inaccurate information from a University digital publishing channel.	Vice-Chancellor and Chief Executive Officer Provost and Deputy Vice-Chancellor Deputy Vice-Chancellor Research Pro Vice-Chancellor (Academic Innovation) Pro Vice-Chancellor (External Relations) Chief Legal and Governance Officer Executive Director Marketing and Strategy Director Student Success	
F27	Authority to direct the removal of content from a University digital publishing channel that damages the University's reputation.	Vice-Chancellor and Chief Executive Officer Provost and Deputy Vice-Chancellor Deputy Vice-Chancellor Research Pro Vice-Chancellor (Academic Innovation) Pro Vice-Chancellor (External Relations) Chief Legal and Governance Officer Executive Director Marketing and Strategy	