

Appointment of Ambassadors Procedures

1. COMPLIANCE OBLIGATION SUPPORTED

[Curtin University Act 1966 \(WA\)](#)

2. PROCEDURAL DETAILS

2.1 The University may choose to appoint an individual for an ambassador role. These roles are not related to the role of a patron per the *Appointment of Patrons Policy* and the *Appointment of Patrons Procedures*.

2.2 Ambassadors to the University

2.2.1 Staff will nominate individuals for the appointment of an ambassador whose role will be to raise the profile of a specific project, activity, program, scholarship or organisational unit.

2.2.2 The criteria for the appointment of an ambassador are:

- a) individuals of appropriate standing whose values are consistent with Curtin's Values; and
- b) individuals who have demonstrated involvement or expertise in the subject matter for which their support is sought.

2.3 Process for the appointment of ambassadors

2.3.1 Executive Managers will send details of the prospective ambassador to University Advancement for review.

2.3.2 University Advancement will undertake due diligence on the prospective ambassador.

2.3.3 Due diligence must at a minimum:

- a) review the individuals' public internet profile;
- b) identify whether the values of the individual align with Curtin's Values; and
- c) consider whether an ambassador role could create a conflict of interest between the individual and the University.

2.3.4 University Advancement will refer due diligence information back to the relevant Executive Manager for a decision on appointment.

2.3.5 Executive Managers will appoint the ambassador and advise University Advancement.

2.3.6 Executive Managers will advise the successful ambassador of the appointment.

2.3.7 Ambassadors will be appointed for a time period of no more than three years.

2.4 Record keeping

2.4.1 University Advancement will maintain:

- a) a record of all due diligence collected; and
- b) a register of all ambassadors appointed in accordance with this procedure.

3. RESPONSIBILITIES

Responsibilities are as set out in Section 2.

4. SCOPE OF PROCEDURES

These procedures apply to all staff, adjuncts, and University associates, involved in the appointment of ambassadors, in any location or campus, within Australia.

These procedures do not apply to the appointment process for the Curtin Student Ambassador Program.

5. DEFINITIONS

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

Ambassadors

An individual who will voluntarily raise the profile of a specific project, activity, program, scholarship or organisational unit of the University. They may also be referred to as a champion or recognised community leader.

6. SCHEDULES

Nil

7. RELATED DOCUMENTS/LINKS/FORMS

- [Appointment of Patrons Policy](#)
- [Appointment of Patrons Procedures](#)

Policy Compliance Officer	John Fitzgerald Chief Advancement Officer, University Advancement
Policy Manager	Vice-Chancellor
Approval Authority	Vice-Chancellor
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REVISION HISTORY (filled out by Risk, Compliance and Audit)

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes & Notes
	Approved	6/11/2024	Vice Chancellor	EM2428	