POSITION SPECIFICATION
POSTED ON COMU’S WEBSITE
AND DATABASE

An assessment will have been made of the “state” of the company’s overall business, financial health and the current composition of its current Board [refer to entry “Five to Six Months before Term Expiry Triggers Process”]. This assessment is arrived at following discussions with the Chair, COMU monitoring teams and any feedback received from the Minister. The assessment will be used to draft a “Position Specification” – a brief (1-2 page) document for any board position under consideration (whether or not that position is to be filled by a new member).

There is no fixed format or content for a Position Specification, but it will generally contain the following sections:

- entity’s business and structure
- business drivers, short to medium term
- board skill requirements
- current board composition (including start and end dates, and with positions under consideration highlighted)
- fees – the current unit rate for a director
- the process by which candidates may make (self)-expressions of interest or third parties may make nominations into the process. In this respect, the Position Specification document will differ depending on the audience.

The Position Specification is:

- drafted after consultation with the Chair (but will ultimately require the approval of the Minister)
- drafted in a manner that will be appropriate to be read by the general public (eg, no confidential company material)
- posted on the COMU Appointments database (to enable candidates to make an expression of interest if they wish). Boards should be notified (via the Chair) before any public notification of Position Specifications takes place
- posted on the COMU web site, for general information, particularly for potential candidates who may not yet be registered on the Appointments database
- sent to the Diversity Agencies [see entry on Diversity Agencies], inviting them to make nominations from their respective databases, and
- made available by the Minister to all members of the Government party’s caucus and sent to the leaders of any party that is in support of, or in coalition with, the Government, seeking nominations.