

# GOVERNMENT CAUCUS



After confirmation by Cabinet, the Minister will need to place the proposed appointments on the agenda for the next government caucus meeting. Caucus meetings are generally held on the day after Cabinet, but are subject to change. It will be important to confirm the date of the likely caucus meeting where the appointments will be considered. If the intended week for consideration by caucus falls during a parliamentary recess, there will be no caucus meeting scheduled and, if that is the case, confirmation of the appointments will be delayed.

The responsibility for arranging to place the appointments on the caucus agenda lies with the private secretary. The private secretary will need to prepare a simple submission for caucus and may ask for information, such as brief biographies of the candidates, to include in that submission.