

LETTER OF APPOINTMENT SENT BY MINISTER

Letters of appointment should be drafted and submitted for the Minister's signature as soon as possible after confirmation by caucus.

Great care must be taken in the drafting of appointment letters to ensure that:

- ▶ there are no spelling or other mistakes
- ▶ references to the candidate are the same throughout the letter
- ▶ term length is accurate, as are commencement and expiry dates of the appointee's term
- ▶ the letter contains all the correct information relevant to the company/entity
- ▶ references to legislation are correct throughout the letter, and
- ▶ all of the required documents are attached to each letter.

In all cases, legal advice should be sought in the initial drafting of a template appointment letter for any particular company or entity.

The instructions to the private secretary must be clear. Once letters are signed, they need to be posted to the recipients from the Minister's office. The copies required for the Board Chair and Company Secretary (or similar role) must also be sent at that time. Copies must be taken first (of the signed and dated versions) and returned to COMU.

There may be occasions in which the signed and dated appointment letters are scanned and e-mailed to the recipients before being posted. That is not best practice and should only occur on the specific instructions of the Minister. If letters are to be e-mailed first, it will be necessary to phone the recipients before sending to warn of their arrival.