

Ministerial Appointment Form



Number: Dept.: Date:

- Subject:** Include a short description of the appointment proposed
- Submitted By:** State the name and portfolio of the Minister concerned
- Prepared By:** Insert the name and title of the person who prepared the request so he/she can be consulted for further information, if necessary.
- Reviewed By:** Indicate the name and title of the Director of Finance or senior financial staff who has reviewed the proposal so he/she can be consulted on the financial implications and funding source.
- Deputy Minister:** Name the deputy minister/deputy head of the department that prepared the document to ensure that the he/she is aware of the submission. The deputy minister/deputy head must sign beside his/her signature indicating that he/she supports the submission. In the absence of such signature, the Clerk will confirm the submission of the Ministerial Appointment with the appropriate official or Minister.

APPROVALS	NAME OF BOARD:
_____ Attorney General Approved as to Form and Authority	
The Clerk of the Executive Council Office Date Rec'd. _____	
Received for information by Executive Council _____ Date _____	