

**Position:** Director, Membership Regulation  
**Reports to:** Vice President, Membership Regulation & Privacy Officer  
**Contract type:** Indefinite, Full Time

*The Chartered Professional Accountants of British Columbia (CPABC) is seeking a results driven individual with proven analytical, stakeholder engagement, and communications skills for the Director, Membership Regulation position. This is a great opportunity for you to apply your technical and analytical skills in this unique and exciting role. We are proudly recognized as one of BC's Top Employers for 2022. Come join a high performing and collaborative network of like-minded professionals by applying to the position.*

### **Job Summary**

The Director, Membership Regulation plays an integral role in protecting the public and upholding the public's confidence in the CPA profession. This newly created role will support the Vice President, Membership Regulation & Privacy Officer to address emerging membership regulation issues and to maintain effective membership regulation. This role works closely with the Membership Committee on policy and operational issues to administer a fair process to endeavour to only enroll students and admit members in CPABC who are suitably qualified and of good character.

### **Key Responsibilities:**

#### ***Strategic Policy Development and Implementation***

- Support the Vice President, Membership Regulation with research, report writing and approval processes to address emerging policy issues;
- Effectively develop, communicate and execute implementation plans for policy changes and improvements by anticipating and addressing questions or concerns to curtail unintended consequences and ensure understanding and timely adoption / implementation;

#### ***Operations***

- Responsible for the short-term strategy and day-to-day operations of the Membership Regulation department, including setting department direction in partnership with the Vice President, Membership Regulation;
- Support the Vice President, Membership Regulation with planning, evaluation and reporting on Membership activities;
- Work collaboratively with stakeholders, the Membership Committee, CPA Western School of Business and national CPA colleagues to ensure effective registration of students and members;
- Work closely with the Membership Committee on any transformational or complex items affecting membership to CPABC, while overseeing the work of the Associate Directors;
- Prepare and review Membership Committee meeting materials;
- Oversee the membership application process and make determinations on requests affecting applicants, students and members as authorized;
- Attend Senior Management Meetings to collaborate on and execute strategic plans;
- Foster a culture of innovation and continuous improvement within the Membership Regulation department and manage any improvement initiatives with respect to policies, procedures and systems for effective membership regulation; and
- Review and edit regulatory membership communications and website content.

#### ***Other Projects & Strategic Initiatives***

- Provide support to other departments in their projects, as required;
- Meet regularly with other provincial CPA bodies, the CPA Western School of Business (CPAWSB) and other CPABC departments to foster and build relationships to promote collaboration, streamline communications and increase efficiencies;



- Actively participate in national initiatives related to student enrollment and membership, often representing CPABC in a formal capacity; and
- Such other duties and responsibilities as may be assigned by the Vice President, Membership Regulation from time to time.

### **Key Requirements:**

- Ten (10) plus years of dedicated experience in regulation, administrative law, or similar functions;
- CPA designation or law degree required;
- Proven ability to interpret legislation;
- Familiarity with the CPA Act, Bylaws, Bylaw Regulations and the Code of Professional Conduct would be an asset;
- Objective, fair and open-minded approach to work;
- Cogent verbal and written communication skills;
- Strong research and analytical skills, with a high degree of attention to detail;
- Sound professional judgment and problem resolution skills,
- Strategic minded with an ability to plan ahead and pre-empt unintended consequences;
- Diplomatic and tactful, with the ability to deliver difficult messages when necessary; and
- Ability to work independently when required with strong teamwork skills and a collaborative working style.

**Why join our team?** CPABC offers a balanced and flexible work environment with a competitive compensation package for this exciting and challenging position. At CPABC we live our core values:

- *We Are Open*
- *We Work Together*
- *We Communicate*
- *We Improve Every Day*
- *We Are Professional*
- *We Laugh and Celebrate*

If this job outline describes you, please email your **résumé** and **cover letter** to [HRCPABC@bccpa.ca](mailto:HRCPABC@bccpa.ca). This position will remain open until filled.

We thank in advance all candidates who respond; however, only those selected for interviews will be contacted.

### **About CPABC**

*The Chartered Professional Accountants of British Columbia (CPABC) is the training, governing, and regulatory body for over 38,000 CPA members and 6,000 CPA students. CPABC carries out its primary mission to protect the public by enforcing the highest professional and ethical standards and contributing to the advancement of public policy. CPAs are recognized internationally for bringing superior financial expertise, strategic thinking, business insight, and leadership to organizations. CPABC was presented with a BC Top Employer award for 2020, 2021 and 2022.*