

This sample is for guidance only and is reflective of the  
“ultimate” candidate

Sample  
Support Documentation  
for  
Provincial Award  
Nominations

## Supporting Letters

Thank you for taking the time to nominate a deserving member for a provincial award.

The samples provided portray the “ultimate” candidate and are meant to help you understand what kind of details are required in the supporting documentation for a thorough package, which is a vital component of a successful nomination. The quantity of letters of support submitted with the nomination file is not as important as the quality of the endorsement letters. In this sample, generic terms such as “Member Recognition Committee” are used, but the actual process and names of committees may differ. Please refer to the actual nomination form of your province for details on submitting nominations.

The letters of support should adequately highlight the nominee's leadership and the exceptional nature of their performance. Letters are not required for each aspect of the nominee's service; rather they should present evidence of specific aspects of their leadership ability and/or the exceptional nature of his/her performance over a period of time. Ideally, the letters would include the following:

1. A brief description of the organization, its work, and role in the community or the profession.
2. The details of the nominee's involvement with the organization, including:
  - The role the nominee held and length of service;
  - Significant accomplishments during the nominee's tenure;
  - The actions or duties the nominee took to achieve the accomplishment;
  - The time commitment (if applicable); and
  - The impact of the nominee's work on the organization and/or its members.

### **Other support materials:**

Any emails, media clippings, or publications can also be submitted as supplementary backup. These items can reflect the same details as above or complement the factual information provided.

Oct 15, 2015

Member Recognition Committee  
CPA YOUR PROVINCE  
Address

Dear Member Recognition Committee:

For five years, George Black has committed himself and volunteered his time and expertise to serve XYZ College (now XYZ University) in a number of leadership capacities.

Highlights of George's service include Executive-in-Residence in the School of Business and Entrepreneurial Studies and a member of the Accounting Program Advisory Committee. George was appointed to the Board of Governors, served as Board Vice-Chair for two years and only recently retired from the Board.

In addition, he has had other involvement with XYZ, demonstrating a very meaningful commitment and leadership role with the institution. The impact of the service George has provided to XYZ is extensive, particularly as he was a member of the Board of Governors as XYZ College transformed itself into XYZ University.

For the past five years George has dedicated a great deal of time to XYZ. Commencing in 2010, George was a XYZ accounting advisory committee member and subsequently served as vice chair and then chair of that committee.

During his initial time as an accounting advisory committee member, George was an Executive-in-Residence for the School of Business and Entrepreneurial Studies.

In 2010, George was appointed to the XYZ Board of Governors ultimately, serving as vice chair for two years (from 2012 to 2014). In addition, during his tenure on the Board, George served on a number of key Board committees including Academic Affairs, External Affairs, Governance and Nominating and the Task Force on Institutional Governance. He only recently retired from the Board.

George's service as an Executive-in-Residence and as chair, vice chair and as a member of the Accounting Program Advisory Committee were clear indicators that George was going to play a leadership role at XYZ. As mentioned, George was appointed to the Board in 2010. In this role, he served on two key XYZ committees. These were the search for the position of Provost and Vice-President, Academic and secondly for the selection of the President. Further, George served as Chair of the Audit and Finance Committee and Chair of the Human Resources and Compensation Committee.

All of these roles, but particularly that of Vice-Chair of the Board of Governors, are a clear statement of the significant leadership roles George took on at XYZ.

Indeed, George's service to the organization has had a tremendous, positive impact, and as a whole, were invaluable. Clearly, George's expertise has been essential to the continued growth and success of XYZ.

George brought his professional training and skills (and more) to his volunteer activities at XYZ. That is clear from the positions he held and the roles he was requested to play. George is also an extremely proud CPA, meaning his personal accomplishments reflect positively on the profession in addition to his time served at XYZ, George has volunteered the last ten years for the profession's Volunteer Tax Clinic Program, completing tax returns for low income taxpayers in our province.

It is hereby recommended that the commitment, leadership and service George has provided to XYZ University and its predecessor organization XYZ College makes George Black worthy of formal recognition by CPA YOUR PROVINCE through the awarding of a Community Service Award.

Yours Sincerely,



Janet Johnson, FCPA, FCA

**XYZ University**  
12345 XYZ Gate, Anytown, YourProvince

September 1, 2015

Member Recognition Committee  
CPA YOUR PROVINCE  
Address

To Whom It May Concern:

RE: Nomination of George Black for a \_\_\_\_\_ Provincial Award

On behalf of the Board of Governors of XYZ University, I am pleased to support the nomination of Mr. George Black for the CPA YOUR PROVINCE \_\_\_\_\_ Award.

George Black served as a member on the Board of Governors of XYZ University from October 2010 until October 2015 during a key period in XYZ's history when the institution transformed from a college to a university. During his tenure on the Board, George was a very active member, serving on numerous committees including the Academic Affairs Committee, External Affairs Committee, Governance and Nominating Committee, and the Task Force on Institutional Governance. From 2012 to 2014, George served as the Vice-Chair of the Board, the Chair of the Audit and Finance Committee and the Chair of the Human Resources and Compensation Committee. His contributions to all of the committees and to the Board as a whole were invaluable.

In addition to his responsibilities as a Board member, George also served as a member on two key senior administration search committees. In 2010, George served as a member of the Selection Committee for the Provost and Vice-President, Academic. Also, he served as a member of the Presidential Selection Committee. His knowledge of the business community and of XYZ University provided a valuable perspective to both search committees as they determined selection criteria and key attributes for prospective candidates in the ultimate selection of the incumbents.

George was no stranger to XYZ prior to his appointment to the Board. In 1998-1999, he served as an Executive-In-Residence in the School for Business and Entrepreneurial Studies. He was also as a member of XYZ's Accounting Program Advisory Committee from 2001 to 2004, serving as the Committee's Vice-Chair in 2003 and as Chair in 2004.

I think George Black exemplifies what it means to serve the community as a volunteer. His commitment to XYZ during the past 12 years has been demonstrated in many ways. His service to the University goes beyond being a member of the Board and its many committees. Rarely was there a XYZ event, celebration, press conference, Conservatory performance, etc. when George wasn't in attendance. He is passionate about access to higher education and believes strongly in the vision of XYZ University.

I cannot think of a more deserving candidate for a CPA YOUR PROVINCE \_\_\_\_\_ Award.

Regards,

Shelly White, FCPA, FCGA Chair, Board of Governors XYZ University

September 13, 2015

Member Recognition Committee  
CPA YOUR PROVINCE  
Address

Dear Member Recognition Committee

Mary Smith has been the Chair of the Anytown Chapter for the past two years. She previously served on the chapter board as vice chair for two years and treasurer for two years in the legacy chapter. Before that, she also served as PD Chair and Education Chair in the legacy chapter.

As Vice Chair, Mary proposed that the chapter had the capacity to make a positive impact on Anytown. She proposed that the chapter get more CPAs involved in the chapter, and that these CPAs could get involved in some community events. Mary worked with CPA YOUR PROVINCE staff to survey the chapter members about the kind of social networking events that members were interested in. As a result of the input, the chapter started holding networking events to bring mentors and mentees together, and events where employers and students networked. Overall, the number of members attending social networking events increased by 50% in each of the last 3 years. The satisfaction for the events also increased by 5%.

Starting when she was Vice Chair, Mary connected with the community contacts to develop the plan to begin community volunteerism, and did all the legwork to launch the three community programs. The annual chapter plan now includes CPA teams participating in community events. The first was participating in a community clean up event where two CPA chapter teams cleaned up a local park. The second was to have a CPA chapter team work at the food bank twice a year. Finally, she formed a CPA Chapter team who participated in the Ride for Cancer. These community initiatives resulted in 300 person-hours of volunteerism being provided by the Chapter into the local community.

As Chair, Mary is now mentoring a young CPA who has taken on a new role on the Chapter Board, as the Community Chair.

These efforts required a significant time commitment. Mary has contributed over 120 hours for each of the last five years in the roles that she has taken on for the Anytown Chapter. In the past three years, when introducing the Community activities, she volunteered an additional 100 hours annually to launch those programs.

By increasing the social networking events, Mary has increased the participation in the chapter. By introducing the Community volunteerism events, she has increased the public profile of the Anytown Chapter through the public recognition of the CPA Chapter teams who participated. We, the members of the board of the Anytown Chapter, therefore submit this nomination form, feeling that Mary is deserving of receiving the CPA YOUR PROVINCE \_\_\_\_\_ Award.

Yours Sincerely,



Bob Bradshaw, FCPA, FCMA

