

This sample is for guidance only

**Sample
Support Documentation
for CPABC
Distinguished Service
Award Nominations**

Supporting Letters

Thank you for taking the time to nominate a deserving member for a CPABC award. When completing the nomination form, include distinctive and unique information focusing on specific contributions, impact and leadership of the individual being nominated rather than generalities.

The letters of support should clearly show the nominee's leadership and what makes their performance stand out. Letters don't need to cover each aspect of the nominee's service; rather they should provide clear examples of specific aspects of their leadership ability and/or the exceptional nature of their 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:
 - o The role the nominee held and length of service;
 - o Significant accomplishments during the nominee's tenure;
 - o The actions or duties the nominee took to achieve the accomplishment;
 - o The time commitment (if applicable); and
 - o The impact of the nominee's work on the organization and/or its members.

The samples provided show the level of detail needed for a thorough package and for strong supporting documents which are vital to a successful nomination. The quality of support letters is more important than the number submitted.

Sample Support Letters
CPABC Distinguished Service Award Nominations

[date]

Member Recognition Committee
CPABC
800 - 555 West Hastings Street, Vancouver, BC, V6B 4N6

Dear Member Recognition Committee

Mary Smith has been the Chair of the Anytown Chapter for the past two years. They previously served on the chapter board as vice chair for two years and treasurer for two years in the chapter. Before that, as a new CPA, they also served as PD Chair and Education Chair in the chapter.

Mary worked with CPABC 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%.

As Vice Chair, Mary proposed that the chapter had the capacity to make a positive impact on Anytown. Mary connected with the community contacts to develop a plan to begin community volunteerism, and did all the legwork to launch 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, they 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 they have taken on for the Anytown Chapter. In the past three years, when introducing the Community activities, they 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, they have 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 CPABC Early Achievement Award.

Regards,

CPA

[date]

Member Recognition Committee
CPABC
800 - 555 West Hastings Street, Vancouver, BC, V6B 4N6

Dear Member Recognition Committee:

For five years, George Black has been a committed volunteer giving extensively of his time and expertise to serve XYZ University (previously XYZ College) in a number of leadership capacities.

George's leadership roles have included: 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.

Commencing in 2010, George was a XYZ accounting advisory committee member and subsequently served as vice chair and then chair of that committee. During their initial time as an accounting advisory committee member, George was an Executive-in-Residence for the School of Business and Entrepreneurial Studies.

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, they 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.

The impact of the service George has provided to XYZ is extensive, particularly as a member of the Board of Governors. Their guidance and expertise along with their ability to communicate complex matters in an accessible manner was instrumental in transforming XYZ College into XYZ University. Indeed, George's contributions to the organization have 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 their professional training and skills (and more) to their volunteer activities at XYZ. That is clear from the positions they held and the roles they were requested to play. George is also an extremely proud CPA, meaning their personal accomplishments reflect positively on the profession. In addition to their 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 as well as to their community makes George Black worthy of formal recognition by CPABC through the awarding of a Distinguished Service Award.

Yours Sincerely,

XYZ University
12345 XYZ Gate, Anytown, BC

[date]

Member Recognition Committee
CPABC
800 - 555 West Hastings Street, Vancouver, BC, V6B 4N6

To Whom It May Concern:

RE: Nomination of George Black for a Distinguished Service Award

On behalf of the Board of Governors of XYZ University, I am pleased to support the nomination of Mr. George Black for the CPABC Distinguished Service 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 their 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. Their contributions to all of the committees and to the Board as a whole were invaluable - governance practices were enhanced, financial reporting was streamlined, and inclusive hiring practices were put in place well ahead of the norm at the time.

In addition to their 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, they served as a member of the Presidential Selection Committee. Their 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 their appointment to the Board. In 1998-1999, they served as an Executive-In-Residence in the School for Business and Entrepreneurial Studies. They were 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. Their commitment to XYZ during the past 12 years has been demonstrated in many ways. Their 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. They are passionate about access to higher education and believe strongly in the vision of XYZ University.

I cannot think of a more deserving candidate for a CPABC Distinguished Service Award.

Regards,

Chair, Board of Governors XYZ University