

Distinguished Service Award Nomination

Part 1 General information

Section 1 – Nominee's Personal information

First name

Last name

Home address

Apt

City

Province

Postal code

Country

Telephone (home)

Email (home)

Section 2 - Nominee's Professional Information

Describe the candidate's career, beginning with the current position.

	Employer with address	Position	Years: from/to
1.			
2.			
3.			
4.			

Section 3 - Declaration of Nominators

Persons nominating this candidate must be members of CPABC other than the nominee. Non-members may nominate candidates for contributions to charitable or not-for-profit organizations.

We, the undersigned, certify, to the best of our knowledge, that the information provided in support of this nomination is correct.

Nominator	CPABC Member # (if applicable)	Telephone	Email Address
Nominator	CPABC Member # (if applicable)	Telephone	Email Address

Part 2 Involvement in the CPA Profession

Volunteer Contribution to the CPA Profession (Board, Chapter, Committee or Other Initiative)

Under this heading, list the nominee's most important volunteer activities with the CPA profession, beginning with the most recent. The nominee should be known for openness, honesty, integrity and professionalism, and providing leadership and dedication.

No.	Committees/Task forces/Activities/Events	Organization	Position	Years: from/to
1.				
2.				
3.				
4.				

Major achievements during involvement in the affairs of the profession

Use a bulleted list to clearly and concisely present the nominee's **significant contributions** as a leader in describing the nature and impact of the nominee's involvement and the scale of their achievements and dedication. Describe the nominee's key role in implementing new initiatives, and/or improving the profession's models and practices that have had a positive impact for the profession. (Max 900 words total)

Major achievements: (Please match the numbers to those above)



CPA

CHARTERED
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BRITISH COLUMBIA

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800-555 West Hastings Street Vancouver BC CANADA V6B 4N6
T. 604 872.7222 F. 604 681.1523 TF. 1 800 663.2677
www.bccpa.ca

Part 3 Community Service

Volunteer Contribution to Community, Charitable or Other Not-For-Profit Organizations

Under this heading, list the nominee's most important volunteer activities with community, charitable or other not-for-profit organizations, beginning with the most recent.

No.	Organization	Position	Years: from/to
1.			
2.			
3.			
4.			

Achievements during involvement with these organizations

Use a bulleted list to clearly and concisely present the nominee's achievements and involvement. Describe the nature and impact of the nominee's involvement and the scale of their achievements within the non-profit organization(s), and how they demonstrated leadership and dedication. Describe the nominee's key role in implementing new initiatives, and/or improving the organization's models and practices that have had a positive impact for the organizations they have supported. (Max 900 words total)

Major achievements: (Please match the numbers to those above)



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Part 4 Letters of Support and Other Supporting Documents (maximum 10 pages)

This section must include letters of support attesting to the candidate's achievements. Although the number of letters is not important, nominators are encouraged to include at least two support letters. **The quality of endorsements is key.** The letters of support should adequately highlight the candidate's leadership and the exceptional nature of the candidate's performance. Letters are not required for each aspect of the candidate's career presented; rather, they should present evidence of specific aspects of the candidate's leadership ability and/or the exceptional nature of their performance.

Ideally, the letters would include the following:

1. A brief description of the organization, its work and role in the profession or the community.
2. Details of the nominee's involvement including:
 - The role of the nominee
 - Significant accomplishments
 - The actions or duties the nominee took to achieve the accomplishment
 - The time commitment, if applicable
 - The impact of the nominee's work on the organization

Additional support materials:

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

Part 5 Submitting a nomination file

Nominators are responsible for ensuring that the file is complete and that the information it contains is accurate and sufficient to allow the Member Recognition Committee to fairly evaluate the nomination.

While the nomination file must be complete in itself, nominators should be aware that the Member Recognition Committee reserves the right to have the main facts in support of a nomination validated by an outside source.

The recommendations of the Member Recognition Committee and the decision of the Board of Directors will primarily depend on the care taken to describe the member's achievements.

Once the CPABC Board of Directors has approved the awards, the award recipients will be contacted directly. For candidates not selected, the nominator will be contacted, as the nominee may not be aware that they have been nominated.

The nomination file must include:

- the duly completed nomination form
- letters of support and any other documents supporting the nomination (maximum 10 pages)

Send the electronic file and supporting documents (**in PDF format, do not ZIP the PDF**) to Sandy Parcher at cpabc.executiveoffice@bccpa.ca with the subject line: **Confidential, CPABC Distinguished Service Award Nomination.**

Please contact Sandy Parcher (sparcher@bccpa.ca) if electronic submission is not possible or if you do not receive confirmation that the file has been received.

All nomination files must be received by 4:00 pm, Monday, September 14, 2026