# Nomination File for Recognition as a Fellow (FCPA)

OF the chartered professional accountants of british columbia

**2023-2024**

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## Preamble

The Board of Directors of the Chartered Professional Accountants of British Columbia (CPABC) elects members as Fellows, designated by the initial FCPA to recognize members who have earned distinction and brought honour to the profession by meeting at least two of the following criteria: exceptional service to the profession, extraordinary career achievements, and exemplary contributions to the community.

The following attributes exemplify the Fellowship designation with a view to bringing honour to the profession:

* Meaningful involvement
* Remarkable contributions
* Exceptional performance
* Significant leadership roles, and
* Sustainable impact.

The purpose of this guide is to assist members wishing to nominate a member of CPA British Columbia (CPABC) to be considered by the Member Recognition Committee of the CPABC Board for consideration for recognition as a Fellow (FCPA). This guide details each phase of the process and will serve as an essential reference

1. As a nominator, **the first step** is to review the admission criteria, specifically, the sections entitled “Nature of Achievements under Review” and “Submission of Nominations”.
2. **The second step** is to complete the nomination file by following the instructions for each section. Please refer to the completed [sample nomination form](https://staging.bccpa.ca/CpaBc/media/CPABC/Members/Member%20Recognition/Awards/Awards%202018/2018-Fellowship-Sample-Completed-Nomination-Form.pdf) and [sample letters of support](https://staging.bccpa.ca/CpaBc/media/CPABC/Members/Member%20Recognition/Awards/Awards%202018/Sample-Support-letters.pdf) at to help you with the quality and quantity of information to provide.
3. **The final step** of the process ensures that all nominations are carefully considered by the Member Recognition Committee, which will make its recommendation to the CPABC Board of Directors.

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 elects the fellows, the 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.

## Admission Criteria

### Nature of achievements under review

Nominators must highlight the candidate’s **leadership** and the **exceptional nature** of the candidate’s performance in the following fields of activity:

* **Professional career;**
* V**olunteer involvement** in the affairs of the accounting profession;
* V**olunteer contribution** to professional, community or charitable organizations.

Candidates need not have made an exceptional contribution or demonstrated leadership in all three areas, but the nomination file should demonstrate that the candidate has made a **remarkable contribution** in more than one field of activity.

Nominators must also demonstrate that the remarkable contribution of the candidate is **common knowledge** (i.e., the acknowledged achievements make the member a recognized leader due to the quality of his or her significant contribution in more than one of the three fields of activity listed above.

In addition, nomination files must highlight the fact that **candidates clearly identify themselves as Chartered Professional Accountants** and **that they are known and recognized as CPAs**.

In very rare circumstances, a candidate may have made such an **exceptionally** outstanding contribution in one field of activity that the nominator feels that an FCPA is deserved. The Member Recognition Committee will consider such applications.

### Submission of the 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. **Nominators are also required to provide a letter explaining why they have nominated the candidate.** The recommendations of the Member Recognition Committee and the decisions of the Board of Directors will primarily depend on the care taken to describe the member’s achievements. You should therefore **clearly indicate** the businesses, organizations and committees in which the member has been involved, his or her publications and accomplishments, as well as the **relevant corresponding dates**.

While the nomination file must be complete in itself, you 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.

## Nomination File for the Title of Fellow (FCPA)

As mentioned previously, 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 evaluate fairly the nomination submitted.

Persons nominating a candidate must be members of CPABC. The name of such persons is communicated to the Member Recognition Committee and **they are required to provide a letter explaining why they have nominated the candidate**. Should the members of the Member Recognition Committee wish to validate information contained in the file, staff support of the Member Recognition Committee of CPABC may contact any or all of the persons who signed the nomination form.

**Please complete the nomination file by following the specific instructions for each section and filling in the information directly on the document.**

| We, the undersigned, members of CPABC, nominate the following member of CPABC for the title of Fellow: |
| --- |

|  |
| --- |
| Name |
| Address |
|  |
| Telephone |
| Email Address |

| This member has earned exceptional distinction in their professional career and in the community by acknowledged achievements that bring honour to the profession. For each of the eligibility criteria for the title of Fellow, we have outlined below the most outstanding achievements of the member and we have attached all relevant supporting documents. | | |
| --- | --- | --- |
| City |  |  |
| Date |  |  |
| We hereby officially declare having ascertained that the information contained in the attached file is accurate and sufficient to allow the Member Recognition Committee to evaluate fairly the nomination file. We are aware that the Member Recognition Committee may have the main facts in support of this nomination validated by an outside source. | | |

| **Sponsor Name** | **CPABC Member number** | **Telephone** | **Email Address** |
| --- | --- | --- | --- |
|  |  |  |  |
| **Seconder** | **CPABC Member number** | **Telephone** | **Email Address** |
|  |  |  |  |

### SECTION 1

The requirement here is to identify the proposed candidate.

| Last name,  first name: |  |  | |
| --- | --- | --- | --- |
| Employer: |  | Position: |  |
| Address: |  | Sector: | Industry  Education  Government  Not for Profit  Public Practice  Retired  Other: |

CPABC to complete:

| Member No.: |  | Year accounting designation was obtained: |  | Date of birth: |  |
| --- | --- | --- | --- | --- | --- |

### SECTION 2

Nominators must demonstrate that the candidate’s **acknowledged achievements** make them a **recognized leader** due to the quality of theirsignificant contribution **to more than one of the three fields of activity listed.**

Complete at least two sections **from among sections 3, 4 and 5.**

### SECTIONS 3 TO 5

1. Describe the environment(s) in which the candidate worked throughout their career.
2. **For each item you mention**, you must highlight the candidate’s **leadership** and the **outstanding nature** of the candidate’s performance. You must demonstrate that the candidate’s **remarkable contribution** is **common knowledge**, i.e., that the acknowledged achievements make the member a recognized leader due to the quality of his or her significant contribution in more than one of the fields of activity listed.

### SECTION 3

| **Professional career**  **Main stages of professional career**  Describe the candidate’s career path, beginning with the current position or, if the candidate is retired, the last position held. | | | |
| --- | --- | --- | --- |
| **No** | **Employer** | **Position** | **Years: from\_\_ to\_\_** |
| 1) |  |  |  |
| 2) |  |  |  |
| 3) |  |  |  |
| 4) |  |  |  |
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|  |  |  |  |
| **Major Achievements in professional career**  Describe the achievements showing that the candidate has made a remarkable contribution, and **highlight the way these achievements earned the candidate distinction**. | | | |
| Major achievements: (Please match the numbers to those above) | | | |
| 1) | | | |
| 2) | | | |
| 3) | | | |
| 4) | | | |
| Other: | | | |

### SECTION 4

| **Volunteer involvement in the affairs of the accounting profession**  List the main committees or task forces of which the candidate has been a member, the events or activities in which they took part, and in what capacity (member, chair, organizer, speaker, etc.). Note that teaching should be included in Section 3, Professional Career. | | | |
| --- | --- | --- | --- |
| **Committees/Task forces/Activities/Events** | **Organization** | **Position** | **Years: from\_\_ to\_\_** |
| 1) |  |  |  |
| 2) |  |  |  |
| 3) |  |  |  |
| 4) |  |  |  |
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| **Major Achievements during involvement in the affairs of the profession**  Describe the achievements showing that the candidate has made an exceptional or remarkable contribution, and **highlight the way these achievements earned the candidate distinction.** | | | |
| Major achievements: (Please match the numbers to those above)  1) | | | |
| 2) | | | |
| 3) | | | |
| 4) | | | |
| Other: | | | |

### SECTION 5

| **Volunteer contribution to professional bodies or to community/charitable organizations**  List the candidate’s **most important** volunteer activities with civic, community, socioeconomic, professional or charitable organizations, beginning with the most recent. | | | |
| --- | --- | --- | --- |
| **Organization** | | **Position** | **Years: from/to** |
| 1) |  |  |  |
| 2) |  |  |  |
| 3) |  |  |  |
| 4) |  |  |  |
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|  |  |  |  |
| **Achievements during involvement with these organizations**  Describe the achievements showing that the candidate has made an exceptional or remarkable contribution, and **highlight the way these achievements earned the candidate distinction**. | | | |
| Major achievements: (Please match the numbers to those above) | | | |
| 1) | | | |
| 2) | | | |
| 3) | | | |
| 4) | | | |

### SECTION 6

This section should identify the source of the letters of support attesting to the candidate’s achievements.

Please submit them as PDF attachments along with the completed nomination file. **The number of letters is not important; the quality of the endorsements is crucial**. The letters of support should adequately highlight the candidate’s **leadership** and the **exceptional nature** of the candidate’s performance.

***Please refer to the sample letter of support on the website for additional guidance.***

| **Letters of support (enclosed or to be submitted)**  Please list the letters of support and identify their source.  Total number of letters of support: \_\_\_ | | | | |
| --- | --- | --- | --- | --- |
| **Letter No.** | **Last name** | **First name** | **Position** | **Employer** |
| No. 1 |  |  |  |  |
| No. 2 |  |  |  |  |
| No. 3 |  |  |  |  |
| No. 4 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Other: | | | | |

### SECTION 7

Clearly show how the candidate identifies themself as a CPA and is recognized as such. Supporting documentation may be enclosed.

| **Attestation of identification as a CPA** |
| --- |
| Can you confirm that the candidate makes it known that they belong to the CPA profession?  Yes  No  Please explain briefly: |
| List of enclosed supporting documents: |
| Candidate’s business card Yes  No |
| Press clippings: (please specify) |
| Annual Report: (please specify) |
| Other: (please specify) |

### Section 8

List all the awards, titles or honorary distinctions the candidate has received throughout his or her career.

| **Awards, titles or honorary distinctions**  List all awards, titles or honorary distinctions, beginning with the most recent. | | |
| --- | --- | --- |
| Award: | Organization: | Year: |
| Comments: | | |
| Award: | Organization: | Year: |
| Comments: | | |
| Award: | Organization: | Year: |
| Comments: | | |
| Award: | Organization: | Year: |
| Comments: | | |
| Award: | Organization: | Year: |
| Comments: | | |
| Award: | Organization: | Year: |
| Comments: | | |
| Others: | | |

### SECTION 9

## **CHECKLIST** TO BE COMPLETED BEFORE SENDING NOMINATION FILE TO CPABC

To ensure that you have followed all the steps and included the appropriate documents in the nomination file for the FCPA title, we invite you to complete the checklist below:

### CHECKLIST

**Documents to be forwarded to CPABC**

* Duly completed FCPA title nomination file and a letter explaining why you have nominated the candidate**.** (Please refer to section 10 – Transmission methods)
* The file adequately highlights the candidate’s **leadership** and the **outstanding nature** of the candidate’s performance.
* The file adequately highlights the fact that the candidate’s achievements are **common knowledge**.
* The file unequivocally demonstrates the **remarkable** or **outstanding** nature of the candidate’s achievements.
* The file includes letters of support that are either enclosed or will be sent to CPABC in confidence.

The file highlights the fact that the candidate clearly identifies themself as a CPA and is known and recognized as such. All supporting documents are attached as PDFs.

### SECTION 10

## Transmission Methods

1. Ensure that you have carefully completed the checklist in section 9.
2. You are required to submit an electronic copy of the nomination file. Please make sure that the letters of support and other supporting documentation are attached as PDF documents along with the electronic copy of the nomination file

Please send the electronic file and supporting documents **(in PDF format, do not ZIP the PDF**) to Sandy Parcher at [sparcher@bccpa.ca](mailto:sparcher@bccpa.ca)

Please ensure that you use the following subject line in your email: **Confidential CPA BC Fellowship Nomination**

Please contact Sandy Parcher 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 p.m. Monday, September 18, 2023**

## APPENDIX

| **THE TITLE OF FELLOW (FCPA)** |
| --- |
| The title of Fellow is intended to recognize formally Canadian and Bermudian CPAs who have rendered exceptional services to the profession or whose achievements in their careers or in the community have earned them distinction and brought honour to the profession.  The Canadian jurisdictions have agreed to the following criteria to ensure the openness of the eligibility process and to ensure that the Fellowship may be used in any jurisdiction and not simply in the jurisdiction in which it was conferred. |
| **Eligibility of candidates**  **General principle**  All members of CPABC, including those working outside the jurisdiction and those employed by CPABC, are eligible for a Fellowship.  **Exceptions**  The following persons are not eligible to become FCPAs:   * Members already elected to Fellowship in any of the three legacy bodies (CA, CGA or CMA) as they have all been deemed to have been elected as Fellows of CPABC * Members who have been the subject of a disciplinary decision resulting in their being struck off the roll of a professional body or a similar organization; * Members who have been struck off the roll or whose right to engage in professional activities has been suspended by CPABC under its rules of professional conduct; * Members who are currently subject to a limitation or suspension of their right to engage in professional activities; * Members who are the subject of a jurisdictional inquiry or who are being prosecuted before the civil or criminal courts.   Notwithstanding the general principle and the exceptions set out above, jurisdictions may accept a nomination after taking the relative weight of the offence into account. To do so, CPABC must consider in particular:   * the seriousness of the offence and the penalty imposed; * the length of time between the date the penalty was imposed and the submission of the nomination; * the media coverage of the case. |

| **THE TITLE OF FELLOW (FCPA)**  **Withdrawal policies** |
| --- |
| **Withdrawal of the FCPA title**  **Automatic withdrawal (suspension or cancellation)**   * Fellows may not continue to hold the FCPA title if they are no longer a member in good standing of the provincial/territorial body. * The Board of Directors decides on the appropriateness of re-awarding the title to a member who has been reinstated as a member in good standing. In order for a reinstated member to recover the FCPA title, at least two-thirds (2/3) of the votes cast by the members of the Board of Directors during a secret vote must support such a move.   Notwithstanding the last paragraph, if membership in good standing is reinstated following an administrative suspension or cancellation for CPD non-compliance or non-payment of fees, then no Board vote is required. The title is automatically re-awarded to the member with the effective date being:   * The date of the original Fellowship award if suspension of membership is lifted prior to membership cancellation, or * The date of re-admission to the profession if membership was previously cancelled.   **Withdrawal following a decision of the Board of Directors**   * Fellows must remain worthy of the privilege of using the FCPA title. * When a Fellow fails to demonstrate good conduct and high moral standards, or is found guilty of a criminal offence, or is the subject of a disciplinary penalty or a restriction of the right to practice or brings disrepute to the profession, the President and CEO of the provincial/territorial body informs the Selection Committee members, who must decide whether to recommend that the Board of Directors withdraw the Fellow’s privilege to use the FCPA title. In so doing, they must consider the seriousness of the offence, the penalty imposed and the impact on the prestige associated with the FCPA title. * Before making a recommendation to withdraw the FCPA title from a member, the Selection Committee must give the member the opportunity to make written representations. * At least five members of the Selection Committee must be in favour of withdrawing the FCPA title in order for a recommendation to be forwarded to the Board of Directors. Before the vote is taken, the Committee chair asks members whether they are aware of any facts that could have a significant impact on the recommendation to withdraw the FCPA title from the member. * The President and CEO forwards the recommendation to withdraw the FCPA title to the Board of Directors. It must be accompanied by a summary of relevant information, including written representations made by the FCPA concerned. * The Board of Directors holds a secret vote on each withdrawal proposed by the Selection Committee. Before the vote is taken, the Chair of the provincial/territorial body asks the members of the Board of Directors whether they are aware of any facts not included in the summary of relevant information forwarded by the Selection Committee that could have a significant impact on the decision to withdraw the FCPA title. At least two-thirds (2/3) of votes cast by the members of the Board of Directors during the secret vote must be in favour of the proposal to withdraw the FCPA title for the Fellowship to be withdrawn. * The decision of the Board of Directors is final and cannot be appealed. * The member is informed of the decision to withdraw his or her FCPA title by the Chair of the provincial/territorial body or by the President and CEO immediately after the meeting of the Board of Directors. |