# Nomination File for Lifetime Achievement Award

Chartered Professional Accountants of
British Columbia

**2023-2024**

## Table of contents

[Preamble 3](#_Toc428988483)

[Admission Criteria 4](#_Toc428988480)

[nomination file for the lifetime achievement award 5](#_Toc428988482)

[Checklist TO BE completed before sending nomintaion file to cpabc 12](#_Toc428988481)

[Transmission methods 13](#_Toc428988483)

**APPENDIX - ELIGIBILITY OF CANDIDATES**

## 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.

Within this community of fellows, there are a few exceptional individuals whose dedication, commitment and extraordinary contribution include achievements of such significance across a broad range of areas that the profession wishes to recognize these exceptional FCPAs by awarding them a Lifetime Achievement Award. This award may not be presented every year.

The purpose of this guide is to assist those wishing to nominate an FCPA to be considered by the Member Recognition Committee of the CPABC Board for receipt of a Lifetime Achievement Award. It 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. You may also refer to the additional [Tips for Drafting a Nomination File for Fellowship](https://www.bccpa.ca/members/recognition-program/member-recognition-awards-en/fellowship/#tips) as the forms are similar.
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 awards the Lifetime Achievement Award, the award recipient (s) will be contacted directly. For individuals 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 FCPA’s **extraordinary contribution, dedication** and **leadership** and their **significant achievements** in the following fields of activity:

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

Candidates need not have made an exceptional contribution in all three areas, but the nomination file should demonstrate that the candidate has made **an extraordinary contribution in more than one field of activity**. Nominators must also demonstrate that the **extraordinary contribution** of the candidate is **common knowledge**, i.e., the acknowledged achievements make the member a recognized leader due to the quality of their 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**.

### 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 decision of the Board of Directors will primarily depend on the care taken to describe the FCPA’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 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 Lifetime Achievement Award

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 fellows of CPABC. The name of such persons is communicated to the Member Recognition Committee and **the nominators 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, fellows of CPABC, nominate the following fellow of CPABC for the Lifetime Achievement Award:

| **Name of Nominee:** |  |
| --- | --- |
| **Address:** |  |
| **Telephone:** |  |
| **Email Address:** |  |

Within the community of fellows, this member is deserving of being singled out for their exceptional dedication, commitment and extraordinary contributions which include achievements of significance across a broad range of areas that bring honour to the profession. For each of the eligibility criteria for the Lifetime Achievement Award, 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: |  | Year elected to Fellowship |  |
| --- | --- | --- | --- | --- | --- | --- | --- |

### SECTION 2

Nominators must demonstrate that the FCPA’s dedication, commitment and extraordinary contribution include achievements of such significance across a broad range of areas that they are deserving of being singled out by awarding them a Lifetime Achievement Award.

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 FCPA’s **extraordinary contributions** and **leadership,** and their **significant achievements**. You must demonstrate that the candidate’s outstanding contribution is **common knowledge**, i.e., that the acknowledged achievements make the fellow a recognized and prominent leader due to the quality and impact of their significant contributions 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.

|  | Employer | Position | Years: from / to |
| --- | --- | --- | --- |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
|  |  |  |  |

**Major achievements in professional career**

Describe the lifetime of significant achievements showing that the candidate has made extraordinary contributions throughout their career, and highlight the way these achievements make the fellow a recognized and prominent leader due to the quality and impact of their significant contributions.

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

| 1. |  |
| --- | --- |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 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.

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

**Major achievements during involvement in the affairs of the profession**

Describe the lifetime of significant achievements showing that the candidate has made extraordinary contributions throughout their career, and **highlight the way these achievements** make the fellow a recognized and prominent leader.

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.

| No. | Organization | Position | Years: from / to |
| --- | --- | --- | --- |
| 1. |  |  |  |
| 2. |  |  |  |
| 3.  |  |  |  |
| Other: |  |  |  |

**Achievements during involvement with these organizations since being elected a fellow**

Describe the lifetime of significant achievements showing that the candidate has made extraordinary contributions throughout their career, particularly since being elected a fellow, and **highlight the way these achievements** make the fellow a recognized and prominent leader due to the quality and impact of their significant contributions.

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

| 1. |  |
| --- | --- |
| 2. |  |
| 3. |  |
| Other: |  |

### 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 significant achievements.**

**LETTERS OF SUPPORT**

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 |  |  |  |  |
| No. 5 |  |  |  |  |
| Other: |  |  |  |  |

### SECTION 7

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

| **Attestation of identification as an FCPA** |
| --- |
| 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 their 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 Lifetime Achievement Award, we invite you to complete the checklist below:

### CHECKLIST

**Documents to be forwarded to CPABC**

* + Duly completed Lifetime Achievement Award nomination file and **letter explaining why you have nominated the candidate** (Please refer to section 10 – Transmission methods)
	+ The file adequately highlights the FCPA’s **extraordinary contributions** and **leadership**, and their **significant achievements**.
	+ The file adequately highlights the fact that the FCPA’s achievements are **common knowledge**.
	+ The file unequivocally demonstrates the **extraordinary** nature of the candidate’s achievements.
	+ The file includes letters of support that are either enclosed or will be sent to CPABC in confidence. 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 file highlights the facts that the candidate clearly identifies themself as an FCPA is known and recognized as such, and that 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**.

Please ensure that you use the following subject line in your email**: Confidential, CPABC Lifetime Achievement 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 pm, Monday, September 18, 2023**

## APPENDIX

### LIFETIME ACHIEVEMENT AWARD

The Lifetime Achievement Award recognizes the dedication, commitment and outstanding contribution of those members who have received their fellowship and since then have continued to have significant achievements in a broad range of areas.

#### Eligibility criteria

* Member in good standing
* Have received their FCPA (either on its own, or through conversion of a legacy fellowship)
* Recipients of equivalent legacy awards are not eligible. Legacy equivalent – Lifetime Achievement Award (CA), Life Memberships

#### Selection criteria

The criteria would be similar to those for the fellowship, highlighting a lifetime of leadership and executive accomplishments.

**Criteria are**:

* Celebrates a member who already holds a fellowship
* Based on the entire lifetime of achievement

Candidates must be nominated by professional accountants holding a fellowship.

**Other**

* Nominated by more than one member holding a fellowship.