

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

Sample
Support Documentation
for
CPABC Fellowship
Nominations

Supporting Letters

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

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.

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 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.

Other Support Materials:

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

June 14, 2024

Member Recognition Committee
CPABC

To Whom it May Concern:

Re: CPA Fellowship Nomination – John Smith

I am the CEO of XXX. XXX is a company specializing in planting trees with over 35 years of being a trusted partner throughout the world. Our commitment is to attain a sustainable world for all, so our reputation is paramount to achieving our goal.

I am immensely proud to be supporting the nomination of John Smith, our CFO, to be considered for recognition as a Fellow.

John has many years of proven success leading and building organizations locally, nationally, and globally. Throughout his career, John has occupied many critical leadership positions both in the corporate world and in the not-for-profit space. His change management experience, financial acumen, people management skills, focus on community involvement, and personal commitment to the environment have been critical to our success.

His ability to cultivate relationships with very diverse groups of people also has been a key contributor to our accomplishments in establishing trust with our partners through sharing the company's vision and providing guidance to less advanced countries through his financial acumen. Breaking down language barriers and sharing his knowledge and expertise in environmental, social, governance (ESG) initiatives has allowed XXX to expand its influence towards a sustainable world and make inroads into at least 10 countries since he started with us.

John's commitment to our employees is also exemplary. He regularly participates in team activities and makes time to connect individually to ensure there is a focus on their personal development and growth.

John is also actively involved in his own community and I will leave others to comment about this facet of John's commitment. All this to say, I have no hesitation in recommending John for this incredible honour.

Sincerely,

CEO

XXX

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May 25, 2204

Member Recognition Committee
CPABC

To Whom It May Concern:

Re: CPA Fellowship Nomination – John Smith

I first met John Smith in 2004, when I joined the XXX Hospital as its President & CEO. I had the pleasure of working with John from 2005-2024.

During my tenure, John served in a number of capacities on the hospital's Board of Trustees with the last position being that of Board Chair. This was the second time John had been asked to serve because of his leadership, dedication and passion for the citizens of his community. He was instrumental in helping guide what was a small local hospital into becoming a major health care institution in the region.

In addition to having the vision for the future, John provided unwavering principled, ethical leadership in his governance responsibilities whether as a Trustee, Chair of the Finance Committee or Board Chair. He also provided me with counselling and guidance throughout what was a difficult journey.

I don't know how John found the time, but I am aware that he volunteered at a local organization lending his financial expertise which resulted in growth and prosperity within the community as well as at his local Chamber of Commerce. The saying goes "if you want something done, ask a busy person" and John personifies this, always willing to share his sage counsel and reasoned approach.

John is an outstanding representative of the accounting profession in everything he does, and I am delighted to support his nomination for Fellowship.

Yours sincerely,

President & CEO
XXX Hospital