**CPABC Board Nomination Form – 2023-2026**

The length of each term is three years. Candidates completing their three-year term are eligible to stand for re-election for a total term length of six years. Nomination forms for candidates must be received at the CPABC office by 4:00 pm on April 26, 2023.

**PREAMBLE**

In these unprecedented times of global change, the CPABC Board is looking for a diverse, accomplished, and forward thinking group of candidates to bring a variety of perspectives and experiences to the boardroom. It is the Board’s goal to have, as much as is possible, a board whose members reflect the entirety of the membership, including such considerations as experience and diversity. In addition, the Board will aim to have representation from a cross-section of industry sectors.

Each year, the CPABC Board of Directors revisits its skills and diversity matrix to help identify gaps in representation and, accordingly, the most sought-after skills, attributes, and diversity for incoming board members. A formalized candidate outreach and engagement process has been established to further enhance and broaden the Board’s current skill set.

In addition, there is a formal process to vet potential new board members against the skills being sought by the Board. It includes due diligence procedures and a review of submitted documentation, and may include interviews conducted with the assistance of an independent external consultant.

The purpose of the review is to identify to the membership those candidates who most closely align with what the Board is seeking. No later than May 5 (TBC), each candidate will have an initial discussion with the independent external consultant to review the process and to give the consultant the opportunity to learn more about the candidate’s background. Candidates may then be interviewed by members of the Board Renewal Committee and/or the independent external consultant between May 8-9 and 11-12, 2023 and/or May 15-16, 2023 only if necessary depending on the number of candidates. Please hold these dates open in your calendar if you are planning to submit a nomination package.

**REQUIREMENTS**

The Board of the Chartered Professional Accountants of BC is comprised of 15 elected members in good standing and up to three public representatives appointed by the provincial government, together with up to two members who are on the leadership ladder (if certain conditions are met).

There will be five vacant Board positions to fill at the June 21, 2023 Annual General Meeting for three-year terms.

The minimum number of elected Board members to be elected from each electoral region is as follows: Vancouver Island (1), Lower Mainland (1), Interior (1), and North (1).

At the June 21, 2023 Annual General Meeting, all five vacancies may be filled by candidates from any region in the province, as the geographical representation requirements set out in Bylaw Regulation 200/2(2) are satisfied by incumbent board members who continue to serve.

Board members are reimbursed for travel costs and other direct expenses. In addition, they are afforded the opportunity to enhance their governance experience through taking a governance course such as the Institute of Corporate Directors (ICD) “Governance Essentials for Not for Profit Organizations” and to attend one of CPABC’s NEXUS Days in support of their continuing professional development.

The Board has approximately six to eight one-day meetings per year primarily in Vancouver and/or via Zoom video conferencing. There is also an annual one to two-day strategic planning session. In addition, there is significant preparation time for each meeting and new Board members receive two half-days of orientation. Some Board members also serve on Board committees.

# NOMINATION and DECLARATION

As a member seeking election to the CPABC Board, please complete:

* this ”Nomination and Declaration” form, signed by a proposer and seconder other than yourself, both of whom are CPABC members in good standing, with the declaration signed by yourself; and
* your completed nomination form

**A one-page CV and a high-resolution head/shoulders photograph are also required.**

**All documents must be submitted by 4:00 p.m. on April 26, 2023** to the Board Secretary at [CPABC-Boardnoms@bccpa.ca](mailto:CPABC-Boardnoms@bccpa.ca)

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **FULL NAME:** |  | | | | | | |
| **DESIGNATION(S):** |  | | | | | | |
| **DEGREE(S):** |  | | | | | | |
| **EMPLOYER NAME:** |  | | | | | | |
| **ADDRESS:** |  | | | | | | |
| **PHONE/EMAIL** |  | | | | | | |
| REGION REPRESENTED:  Under the CPA Act there are four regions and CPABC requires at least one representative from each of these regions. Please indicate which region you would represent: | | | | | | | |
| Lower Mainland |  | Vancouver Island |  | Interior |  | North |  |

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| --- | --- |
| We, members in good standing of CPABC, hereby nominate the above CPABC member for election to the 2023-2026 term on the Board of the Chartered Professional Accountants of British Columbia | |
| Proposer’s name Click here to enter text. | |
| Firm/Company/Organization Click here to enter text. | Title Click here to enter text. |
| City Click here to enter text. | Telephone Click here to enter text. |
| Email Click or tap here to enter text. | Signature |
| Seconder’s name Click here to enter text. | |
| Firm/Company/Organization Click here to enter text. | Title Click here to enter text. |
| City Click here to enter text. | Telephone Click here to enter text. |
| Email Click here to enter text. | Signature |

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| **DECLARATION:** I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, accept the nomination to serve if elected. I have reviewed the Board overview (<https://www.bccpa.ca/about-cpabc/governance/cpabc-board-member-overview/>), including the professional conduct requirements and I agree to be bound by the Board Members’ Code of Conduct if I am elected to the Board. In addition, if elected I agree to complete the Personal Declaration Return for Members of the Board as well as the Conflict of Interest Declaration.  I grant CPABC permission to collect my personal information from any person, government, educational institution, police force, governing body or other organization, any online sources (including but not limited to LinkedIn, social media accounts and other websites) for the purposes of assessing my nomination and authorize any person, government, educational institution, police force, governing body or other organization enquired of under this authorization to provide all information or documents requested.  Personal information is collected under the authority of the *Freedom of Information and Protection of Privacy Act* [RSBC 1996]. Questions about the collection or use may be directed to Sandy Parcher, Manager, Executive Office, 800-555 West Hastings Street, Vancouver, BC, 604-872-7222.  I will be available for an initial discussion by phone around May 1 - May 5, 2023 with the independent external consultant.  If requested, I will be available for a video interview between May 8-12, 2023 and/or May 15-16, 2023 (dependent on the number of candidates) with the Board Renewal Committee and/or the independent external consultant. | | |
| Signature: |  |  |
| Date: | | |

# NOMINATION FORM

***Please provide a current, one-page CV, a high-resolution head-and-shoulders photograph*, *and complete this form. All or portions of the member’s CV, the Personal Statement and/or the Self-Assessment Form may be posted to the voting website and/or edited for consistency, tone, and length to provide the membership with adequate information to assist in their decision making prior to voting.***

**PERSONAL STATEMENT**

The personal statement provides candidates with an opportunity to outline their goals and vision for seeking election to the CPABC Board of Directors.

**When crafting your personal statement (maximum 500 words), please address the questions below that are most relevant to you. The entirety of the content may be edited for consistency, tone and length.**

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| **Name:** |
| 1. Provide your reason for seeking appointment to the CPABC Board and describe how you can assist in advancing the strategic agenda of CPABC and the national profession. |
| 1. Describe how your prior contributions on not-for-profit or corporate boards have prepared you to serve on the CPABC Board of Directors. |
| 1. What experience do you have providing visionary leadership in a multi-stakeholder organization as a board member or senior management leader? What lessons did you learn from the experience? |
| 1. What is the strongest single attribute or particular strength that you would bring to this board? Outline your past experience in this regard. |
| 1. What do you believe should be the CPABC Board’s top three priorities? Provide your rationale for each choice. |
| 1. Describe the most effective board you have worked on, the reasons why it was effective, and what your role was on that board. What lessons or attributes would you bring to the CPABC Board based on this experience? |

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| (MAX 500 WORDS) |

**SELF ASSESSMENT COMPARED TO SKILLS AND DIVERSITY MATRIX**

The following are the personal attributes that members of the CPABC Board should have. Ideally, all directors are expected to demonstrate the following personal attributes (in alphabetical order):

* Commitment
* Constructive questioner
* Contributor & team player
* Critical & innovative thinker
* Effective listener & communicator
* Influencer & negotiator
* Integrity
* Leader

1. **SKILLS AND COMPETENCIES**

Based on the issues facing the profession in the next three years, the Board has identified that the following skills and competences are the most important being sought in new Board members: visionary leadership to anticipate future changes; risk and reputation management; significant leadership experience including strategy development and implementation; investment/treasury; and information technology, systems and security. In addition, the following skills are desirable: education, government relations, human resources, marketing and communications, professional regulation, public policy. It is expected that all candidates would have financial literacy/management experience.

As set out below, for each of these areas, please rank your personal skills and competencies, and provide examples of how those skills and competencies have added value to an organization specifying whether it was in a governance or operational role.

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| Insert the level of competency you would assess yourself within each category skill/attribute.  **Competency level ratings are: 0 (No exposure or experience), 1 (Some Exposure), 2 (Competent), 3 (Expert)**  Weighting Example: Information Technology, Systems and Security (“IS”)  **3 – Expert** – have successfully developed and implemented IS strategies for a mid-size or major enterprise, including addressing cyber security risks.  **2 – Competent** – have participated in the development and implementation of IS strategies, including addressing cyber security risks.  **1 – Some Exposure** – understand the basics of IS strategies, although have not had direct involvement in the development and implementation of the strategies.  **0 – No exposure or experience** – have minimal understanding of, and have had no direct involvement in implementing IS strategies, or mitigating cyber security risks. |

**Visionary Leadership to anticipate future changes**

Please rank your personal experience and competencies in this area

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | No exposure or experience |  | Some exposure |  | Competent |  | Expert |

Please provide details supporting this ranking, and provide examples of how those skills and competencies have added value to an organization.

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| Click here to enter text. |

**Risk and Reputation Management**

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | No exposure or experience |  | Some exposure |  | Competent |  | Expert |

Please rank your personal experience and competencies in this area

Please provide details supporting this ranking, and provide examples of how those skills and competencies have added value to an organization.

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| Click here to enter text. |

**Significant Leadership Experience including Strategy Development and Implementation**

Please rank your personal experience and competencies in this area

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | No exposure or experience |  | Some exposure |  | Competent |  | Expert |

Please provide details supporting this ranking, and provide examples of how those skills and competencies have added value to an organization.

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| Click here to enter text. |

**Investment/Treasury**

Please rank your personal experience and competencies in this area

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | No exposure or experience |  | Some exposure |  | Competent |  | Expert |

Please provide details supporting this ranking, and provide examples of how those skills and competencies have added value to an organization.

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| --- |
| Click here to enter text. |

**Information Technology, Systems and Security**

Please rank your personal experience and competencies in this area

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | No exposure or experience |  | Some exposure |  | Competent |  | Expert |

Please provide details supporting this ranking, and provide examples of how those skills and competencies have added value to an organization.

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| Click here to enter text. |

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| 1. **BUSINESS SECTOR**   The business sectors which ideally would be represented on the CPABC Board include a cross-section of the following:   * business/industry (large through small); * post-secondary education; * not-for-profit; * public sector; and * public practice (both national/regional and local firm).   Please indicate which sector(s) you have experience in, including past employment and volunteer roles, and briefly describe the type and extent of experience and the size of the organization. |
| Click here to enter text. |
| 1. DIVERSITY   We aspire to have diversity on the CPABC Board, just as the CPABC membership is diverse. Regional representation is required in the legislation. There are many aspects to diversity, including professional and business experience, age, gender, and ethnicity. Bringing diversity of thought, perspectives, experience and an understanding of people with diverse backgrounds to the boardroom is critical.  Please provide any comments regarding your experience and understanding of diversity and your personal commitment to Equity, Diversity and Inclusion (EDI), including any relevant examples. |
| Click here to enter text. |