

This sample is for guidance only

# Sample Support Letters for CPABC Distinguished Service Award Nominations

## Supporting Letters

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

The samples provided 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 his/her 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:
  - The role the nominee held and length of service;
  - Significant accomplishments during the nominee's tenure;
  - The actions or duties the nominee took to achieve the accomplishment;
  - The time commitment (if applicable); and
  - 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.

May 15, 2024

Member Recognition Committee  
CPABC  
800 - 555 West Hastings Street, Vancouver, BC, V6B 4N6

Dear Member Recognition Committee:

For five years, George Black has been a committed volunteer giving extensively of his time and expertise to serve XYZ University (previously XYZ College) in a number of leadership capacities.

George's leadership roles have included: Executive-in-Residence in the School of Business and Entrepreneurial Studies and a member of the Accounting Program Advisory Committee. George was appointed to the Board of Governors, served as Board Vice-Chair for two years and only recently retired from the Board.

Commencing in 2010, George was a XYZ accounting advisory committee member and subsequently served as vice chair and then chair of that committee. During his initial time as an accounting advisory committee member, George was an Executive-in-Residence for the School of Business and Entrepreneurial Studies.

George's service as an Executive-in-Residence and as chair, vice chair and as a member of the Accounting Program Advisory Committee were clear indicators that George was going to play a leadership role at XYZ. As mentioned, George was appointed to the Board in 2010. In this role, he served on two key XYZ committees. These were the search for the position of Provost and Vice-President, Academic and secondly for the selection of the President. Further, George served as Chair of the Audit and Finance Committee and Chair of the Human Resources and Compensation Committee.

All of these roles, but particularly that of Vice-Chair of the Board of Governors, are a clear statement of the significant leadership roles George took on at XYZ.

The impact of the service George has provided to XYZ is extensive, particularly as a member of the Board of Governors. His guidance and expertise along with his ability to communicate complex matters in an accessible manner was instrumental in transforming XYZ College into XYZ University. Indeed, George's contributions to the organization have had a tremendous, positive impact, and as a whole, were invaluable. Clearly, George's expertise has been essential to the continued growth and success of XYZ.

George brought his professional training and skills (and more) to his volunteer activities at XYZ. That is clear from the positions he held and the roles he was requested to play. George is also an extremely proud CPA, meaning his personal accomplishments reflect positively on the profession in addition to his time served at XYZ, George has volunteered the last ten years for the profession's Volunteer Tax Clinic Program, completing tax returns for low income taxpayers in our province.

It is hereby recommended that the commitment, leadership and service George has provided to XYZ University and its predecessor organization XYZ College makes George Black worthy of formal recognition by CPABC through the awarding of a Distinguished Service Award.

Yours Sincerely,

**XYZ University**  
12345 XYZ Gate, Anytown, BC

March 26, 2024

Member Recognition Committee  
CPABC  
800 - 555 West Hastings Street, Vancouver, BC, V6B 4N6

To Whom It May Concern:

RE: Nomination of George Black for a Distinguished Service Award

On behalf of the Board of Governors of XYZ University, I am pleased to support the nomination of Mr. George Black for the CPABC Distinguished Service Award.

George Black served as a member on the Board of Governors of XYZ University from October 2010 until October 2015 during a key period in XYZ's history when the institution transformed from a college to a university. During his tenure on the Board, George was a very active member, serving on numerous committees including the Academic Affairs Committee, External Affairs Committee, Governance and Nominating Committee, and the Task Force on Institutional Governance. From 2012 to 2014, George served as the Vice-Chair of the Board, the Chair of the Audit and Finance Committee and the Chair of the Human Resources and Compensation Committee. His contributions to all of the committees and to the Board as a whole were invaluable.

In addition to his responsibilities as a Board member, George also served as a member on two key senior administration search committees. In 2010, George served as a member of the Selection Committee for the Provost and Vice-President, Academic. Also, he served as a member of the Presidential Selection Committee. His knowledge of the business community and of XYZ University provided a valuable perspective to both search committees as they determined selection criteria and key attributes for prospective candidates in the ultimate selection of the incumbents.

George was no stranger to XYZ prior to his appointment to the Board. In 1998-1999, he served as an Executive-In-Residence in the School for Business and Entrepreneurial Studies. He was also as a member of XYZ's Accounting Program Advisory Committee from 2001 to 2004, serving as the Committee's Vice-Chair in 2003 and as Chair in 2004.

I think George Black exemplifies what it means to serve the community as a volunteer. His commitment to XYZ during the past 12 years has been demonstrated in many ways. His service to the University goes beyond being a member of the Board and its many committees. Rarely was there a XYZ event, celebration, press conference, Conservatory performance, etc. when George wasn't in attendance. He is passionate about access to higher education and believes strongly in the vision of XYZ University.

I cannot think of a more deserving candidate for a CPABC Distinguished Service Award.

Regards,

Chair, Board of Governors XYZ University