# Nomination form – Honorary CPA

## Part 1: General information

### Section 1 – Nominee’s Personal Information

| **First name:** |  | **Last name:** |  |
| --- | --- | --- | --- |
| **Designations or Degrees:** |  |
| **Home address**  | **City** | **Province** | **Postal code** | **Country** |
|  |  |  |  |  |
| **Telephone (home):**  |  | **Email (home):** |  |

### Section 2 - Nominee’s Professional Information

| **Current employer:** |  | **Position title:** |  |
| --- | --- | --- | --- |
| **Employment address:** |  | **Suite:** |
| **City** | **Province** | **Postal code** | **Country** |
|  |  |  |  |
| **Telephone (work):** |  | **Ext:** |
| **Email (work):** |  | **Number of years in this company:** |  |

## Part 2: Outstanding or notable involvement in the CPA profession

**OUTSTANDING OR NOTABLE VOLUNTEER INVOLVEMENT IN THE CPA 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: |  |  |  |  |

**Identification of major achievements during involvement in the affairs of the profession**

Describe the achievements showing that the candidate has made an exceptional or remarkable contribution to the profession, and **highlight the way these achievements earned the candidate distinction. For each item you mention**, you must highlight the candidate’s **leadership** and the **outstanding nature** of the candidate’s performance.

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

| 1. |  |
| --- | --- |
| 2. |  |
| 3. |  |
| 4. |  |
| Other: |  |

## Part 3: Career Involvement and/or Volunteer Contribution to Professional Bodies, or to Community/Charitable Organizations

**Career and/or Volunteer contributions**

List the candidate’s **most important** career achievements and/or volunteer activities with civic, community, socioeconomic, professional, or charitable organizations, beginning with the most recent.

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

**Identification of major 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. |  |
| Other: |  |

## Part 4: Letters of Support and Other Supporting Documentation

This section should identify the source of the letters of support attesting to the candidate’s achievements. Please enclose them with the nomination file by attaching the letters as PDF documents. **The number of letters is not important; *the quality of the endorsement is crucial***. The letters of support should adequately highlight the candidate’s **leadership** and the **exceptional nature** of the candidate’s performance.

**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: |  |  |  |  |

## Part 5: Other Awards

List all the awards, titles, or honorary distinctions the candidate has received throughout their career, 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:**

## Part 6: Declaration of Nominators

We, the undersigned, certify to the best of our knowledge, that the information provided in support of this nomination is correct.

| **Nominator’s Name**  | **CPABC Member number** | **Telephone**  | **Email Address**  |
| --- | --- | --- | --- |
|  |  |  |  |

**Signature:**

| **Nominator’s Name** | **CPABC Member number** | **Telephone**  | **Email Address**  |
| --- | --- | --- | --- |
|  |  |  |  |

**Signature:**

**Note: Nominators are also required to provide a letter explaining why they have nominated the candidate.**

## Part 7: Submitting a 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 candidate’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.

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 candidate’s achievements.

Once the CPABC Board of Directors’ decision is made, the recipients 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.

The nomination file must include:

* the duly completed nomination form and
* letters of recommendation and any other documents supporting the nomination.

You are required to submit an electronic copy of the nomination file (PDF). 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 you use the following subject line in your email: **Confidential, CPABC Honorary CPA 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**