

CPA Saskatchewan

Standard Criteria and Documentation for the
Early Achievement Award (EAA)

Member Recognition Awards Program

February 2019



Table of Contents

1.0	OVERVIEW	3
2.0	CRITERIA	4
2.1	Eligibility	4
2.2	Nature of Achievements	4
2.3	Submission of the Nomination Package.....	4
2.4	Nomination Review and Decisions.....	5
3.0	NOMINATION PACKAGE	6
	Early Achievement Award Saskatchewan Nomination Form.....	7
	SECTION 1 – Identify the Proposed Nominee	8
	SECTION 2 – Professional Career	9
	SECTION 3 - Volunteer Involvement in the Profession	10
	SECTION 4 - Volunteer Involvement within the Community	11
	SECTION 5 – Future Goals	12
	SECTION 6 – Supporting Documents.....	13
	SECTION 7 - Checklist	13
	SECTION 8 - Transmission Methods	14

1.0 OVERVIEW

The Chartered Professional Accountants of Saskatchewan (CPA SK) formally recognizes those members who have rendered exceptional services to the profession and who distinguish themselves early in their career through professional achievement and volunteer service. The Early Achievement Award (EAA) is awarded to a recent CPA graduate (less than 10 years of membership) who has demonstrated excellence, innovation and an ongoing commitment to the designation in the area of career, profession, community, volunteer service, charitable involvement or other service.

The purpose of this guide is to assist individuals wishing to nominate a member of CPA SK for an EAA. It outlines in detail each phase of the process and will serve as an essential reference. Following the steps as outlined in this guide will assist with a complete and successful nomination.

The nominators are responsible for ensuring that the submitted package is complete and that the information it contains is accurate. The package should be detailed enough to allow the CPA SK Board to fairly evaluate the nomination submitted. The decision of the CPA SK Board will be impacted by the care taken to describe the nominee's achievements. Nominators 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.

2.0 CRITERIA

2.1 Eligibility

The EAA will be granted to those members in good standing who have less than 10 years of membership and have rendered exceptional service through professional achievement and volunteer service. The individuals who are eligible for nomination must meet the following criteria:

- The CPA must be a member in good standing of CPA SK
- Nominee must have less than 10 years of membership
- Demonstrate noteworthy achievements
- Not be employed by CPA SK or CPA Canada
- Have not received an equivalent award from a legacy designation
- EAAs are not granted posthumously
- More than one EAA can be approved in one year

2.2 Nature of Achievements

A successful nomination must highlight the nominee's performance in one of the following areas: financial expertise, leadership, strategic thinking, or business insight.

Nominee's need not have made exceptional contribution or demonstrated abilities in each of these areas. Nominators must demonstrate that the remarkable contribution of the nominee is common knowledge and that the acknowledged achievements make the member a recognized and prominent leader due to the quality of his or her significant contribution in at least one of the selected areas of activity. The member must have demonstrated dynamism and determination in achieving targeted objectives and fulfilling responsibilities and is set to achieve future goals in terms of career development in the profession. The nominee's achievements with another provincial CPA body will also be considered.

In addition, nomination packages must highlight the fact that the nominee clearly identifies themselves and is known and recognized as a CPA. The service and accomplishments of the individual throughout his/her career – not simply his/her career as a CPA – will be considered in determining eligibility.

2.3 Submission of the Nomination Package

Nominators are responsible for ensuring that the file is complete and that the information it contains is accurate and sufficient to allow the Committee to evaluate fairly the nominations submitted. The decision of the HR & Nominating Committee and the CPA SK Board will be impacted by the care taken to describe the member's achievements. Nominators should therefore clearly indicate the business, organizations and committees in which the member has been involved, his/her publications and accomplishments, as well as the relevant dates.

While the nomination package must be complete, the HR & Nominating Committee reserves the right to have the main facts in support of a nomination validated by an outside source.

2.4 Nomination Review and Decisions

A Chartered Professional Accountant who is in good standing, who, in the opinion of the CPA SK Board, has demonstrated leadership and achievements in the noted areas within the profession or the community, and meets all of the eligibility criteria, by a majority vote of the Board will be granted the EAA.

3.0 NOMINATION PACKAGE

Nominators are responsible for ensuring that the package being submitted is complete and that all information it contains is accurate and sufficient to allow the CPA SK Board to evaluate fairly the nomination submitted. A person nominating a nominee must be a member of CPA SK. The name of this person is communicated to the CPA SK Board and he/she is required to provide a letter explaining why the nominee has been nominated. Should the members of the CPA SK Board wish to validate information contained in the file, the nominator may be contacted.

Please complete in full the nomination package by following the specific instructions for each section and filling in the information directly on the document. Please submit the completed package to sthiel@cpask.ca by the published deadline.

Early Achievement Award Saskatchewan Nomination Form

We, the undersigned, members of CPA SK, nominate _____ of the city/town of _____ to be granted the CPA SK Early Achievement Award. We have prepared and attached a nomination package based on the information known to us, and to the best of our knowledge is complete and accurate.

Name of Nominator (please print)

Name of seconder (please print)

Title or Position

Title or Position

Phone

Phone

Address

Address

City, Province, Postal Code

City, Province, Postal Code

Email

Email

Date

Date

Nominator's signature

Seconder's signature

SECTION 1 – Identify the Proposed Nominee

Please identify properly the proposed nominee for an EAA:

_____ Surname	_____ Given names	_____ Date of Birth
_____ Current Employer	_____ Title or Position	
_____ Address	_____ City/Province	_____ Postal Code
_____ Phone	_____ Email	

Year(s) accounting designation(s) was/were obtained and from what jurisdiction(s):

SECTION 2 – Professional Career

Provide a listing of the nominee’s professional experience beginning with the current or most recent position held.

#	Employer	Position	Years: From __to
1.			
2.			
3.			
4.			
5.			

For each item listed above, please highlight the nominee’s major achievements in either financial expertise, leadership, strategic thinking or business insight, showing the impact and innovative nature of each contribution.

Major Achievements: (please match the numbers to those above)
1.
2.
3.
4.
5.

SECTION 3 - Volunteer Involvement in the Profession

List the main committees, task forces, etc. within the accounting profession of which the nominee has been a volunteer member, the events or activities in which the nominee took part, and in what capacity (member, chair, organizer, speaker etc.).

	Committees/Task Forces/Activities/Events	Position	Years: from __ to
1.			
2.			
3.			
4.			
5.			

For each item listed above, please highlight the nominee’s major achievements in either financial expertise, leadership, strategic thinking or business insight, showing the impact and innovative nature of each contribution.

Major Achievements: (please match the numbers to those above)
1.
2.
3.
4.
5.

SECTION 4 - Volunteer Involvement within the Community

List the nominee’s most important volunteer activities with civic, community, socioeconomic, professional or charitable organizations beginning with the most recent.

	Organization	Position	Years: from __ to
1.			
2.			
3.			
4.			
5.			

For each item listed above, please highlight the nominee’s major achievements in either financial expertise, leadership, strategic thinking or business insight, showing the impact and innovative nature of each contribution.

Major Achievements: (please match the numbers to those above)
1.
2.
3.
4.
5.

SECTION 5 – Future Goals

List any of the nominee’s recent achievements and how they demonstrated dynamism and determination in achieving targeted objectives or fulfilling responsibilities. Highlight how each relates to their future goals and career development within the profession.

1.	Achievement:	Organization:	Year:
	Comments:		
2.	Achievement:	Organization:	Year:
	Comments:		
3.	Achievement:	Organization:	Year:
	Comments:		
4.	Achievement:	Organization:	Year:
	Comments:		
5.	Achievement:	Organization:	Year:
	Comments:		

SECTION 6 – Supporting Documents

This section should include letters of support attesting to the nominee's achievements. Please enclose the quality endorsement letters with the nomination package. The number of letters is unimportant. The letters of support should adequately highlight the nominee's achievements exceptional nature of the nominee's performance. Letters are not required for each aspect of the nominee's career presented; rather they should present evidence of specific aspects of the nominee's leadership ability and/or the exceptional nature of his/her performance.

Ideally, the letters would include the following:

1. A brief description of the organization, its work and role in the community.
2. The details of the nominee's involvement with the organization, including:
 - The role of the nominee
 - Significant accomplishments
 - The actions or duties the nominee took to achieve the accomplishment
 - The impact of the nominee's work on the organization and its future

SECTION 7 - Checklist

CHECKLIST TO BE COMPLETED BEFORE SENDING NOMINATION PACKAGE TO CPA SK

To ensure that you have followed all the steps and included the appropriate documents in the nomination package, we invite you to complete the checklist below:

- To the best of my knowledge, the nominee is eligible for the award, based on the criteria

Documents to be forwarded to CPA SK:

- Duly completed nomination form (an electronic copy of the nomination package is required)
- The package adequately highlights the nominee's leadership and the outstanding nature of the nominee's performance
- The package adequately highlights the fact that the nominee's achievements make them a recognized leader in the area of activity
- The package unequivocally demonstrates the remarkable nature of the nominee's achievement
- The package includes letters of support
- The file highlights the fact that the nominee clearly identifies himself or herself as a CPA and is known and recognized as such, and all supporting documents are enclosed.....

SECTION 8 - Transmission Methods

Ensure that you have carefully completed the checklist in Section 7.

Nominators are required to submit an electronic copy of the nomination package before the published deadline. Please make sure that the letters of support and other supporting documentation are attached in the nomination package. No hard copies of the nomination package will be accepted.

Please send the electronic copy of the nomination package to the following e-mail address: sthiel@cpask.ca.

If you have any questions concerning this process, please contact the CPA Saskatchewan office at 1-800-667-3535 or (306) 337-0272.