

# CPA Saskatchewan

Standard Criteria and Documentation for the  
Lifetime Achievement Award (LAA)

## 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
	Lifetime 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 – Supporting Documents.....	12
	SECTION 6 - Checklist .....	12
	SECTION 7 - Transmission Methods .....	13

## 1.0 OVERVIEW

The Chartered Professional Accountants of Saskatchewan (CPA SK) formally recognizes those members who have rendered exceptional career-long services to the profession and who distinguish themselves through years of professional achievement and volunteer service. The Lifetime Achievement Award (LAA) is awarded to CPA SK members with 20 or more consecutive years of service, including to CPA SK, the profession or community, who have demonstrated leadership in the profession by supporting the CPA SK Mission and Vision. Their achievements throughout their careers or in the community have brought honour to the profession.

The purpose of this guide is to assist individuals wishing to nominate a member of CPA SK for an LAA. 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. 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.

## 2.0 CRITERIA

### 2.1 Eligibility

The LAA will be granted to those members in good standing who have served continuously for 20 or more years who have rendered exceptional career-long service to the profession and/or community. The individuals who are eligible for nomination must meet the following criteria:

- The nominee must be a CPA member in good standing of CPA SK
- Nominee must have rendered outstanding service for 20 years or more as a member
- Demonstrate career-long noteworthy achievements post designation that have brought honour to the profession
- A CPA member or an FCPA member are eligible
- Not be employed by CPA SK or CPA Canada
- Have not received an equivalent award from a legacy designation
- LAAs are not granted posthumously
- Only one LAA can be granted per year

### 2.2 Nature of Achievements

A successful nomination must highlight the nature and significance of the nominee's involvement in the community, in particular a volunteer with a community or charitable organization, a not-for-profit organization or other professional group.

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. The member must have demonstrated strong leadership qualities through community service and other professional achievements throughout their career. The nominee's achievements from other provincial CPA bodies will also be considered.

In addition, nomination packages must highlight the fact that the nominees clearly identify themselves and are known and recognized as CPAs. The service and accomplishments of the individual throughout his/her career 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 support of the CPA Saskatchewan Mission and Vision within the community, and meets all of the eligibility criteria, by a majority vote of the Board will be granted the LAA.

### **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](mailto:sthiel@cpask.ca) by the published deadline.

## Lifetime Achievement Award Saskatchewan Nomination Form

We, the undersigned, members of CPA SK, nominate \_\_\_\_\_ of the city/town of \_\_\_\_\_ to be granted the CPA SK Lifetime 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 a LAA:

_____ 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 leadership and how they support the Mission and Vision of CPA SK.

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 leadership and how they support the Mission and Vision of CPA SK.

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 leadership and how they support the Mission and Vision of CPA SK.

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

## SECTION 5 – 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 6 - 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 .....
- 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 7 - 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 or enclosed 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](mailto: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.