

Sample  
Support Documentation  
For  
CPA Alberta  
Achievement Awards

## Supporting Letters

Thank you for taking the time to submit a nomination for a deserving candidate for the CPA Alberta Achievement Awards.

The samples provided will help you understand what details are required in the supporting documentation for a thorough package, a vital component of a successful nomination. The quantity of letters is unimportant, rather quality endorsement letters should be considered and submitted with the nomination file.

The letters of support should adequately highlight the candidate's leadership and the exceptional nature of the candidate's performance. Letters are not required for each aspect of the candidate's career presented; rather they should present evidence of specific aspects of the candidate'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 time commitment (if applicable)
  - The impact of the nominee's work on the organization

### **Other support materials:**

Any emails, media clippings or publications can also be submitted. These items can reflect the same details as above or complement the factual information provided.

Please peruse the samples at your convenience. If you then have any further questions, please contact [awards@cpaalberta.ca](mailto:awards@cpaalberta.ca).

# Distinguished Service Award: Sample Support Letters

Oct 15, 2020

Nominations Committee  
CPA Alberta  
1900 TD Tower, 10088 – 102 Avenue  
Edmonton, AB, T5J 2Z1

Dear Nominations Committee:

For five years, George Black has committed himself and volunteered his time and expertise to serve Queen Anne College (now Queen Anne University) in a number of leadership capacities.

Highlights of George's service include 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.

In addition, he has had other involvement with Queen Anne, demonstrating a very meaningful commitment and leadership role with the institution. The impact of the service George has provided to Queen Anne is extensive, particularly as he was a member of the Board of Governors as Queen Anne College transformed itself into Queen Anne University.

For the past five years George has dedicated a great deal of time to Queen Anne. Commencing in 2011, George was a Queen Anne 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.

In 2011, George was appointed to the Queen Anne Board of Governors ultimately, serving as vice chair for two years (from 2013 to 2015). In addition, during his tenure on the Board, George served on a number of key Board committees including Academic Affairs, External Affairs, Governance and Nominating and the Task Force on Institutional Governance. He only recently retired from the Board.

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 Queen Anne. As mentioned, George was appointed to the Board in 2011. In this role, he served on two key Queen Anne 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 Queen Anne.

Indeed, George's service to the organization has 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 Queen Anne.

George brought his professional training and skills (and more) to his volunteer activities at Queen Anne. 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 Queen Anne, George has volunteered the last ten years for the profession's Volunteer Tax Clinic Program, completing tax returns for low income Albertans in the Calgary area.

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

Yours Sincerely,



Janet Johnson, FCPA, FCA



**Queen Anne University**  
12345 Queen Anne Gate SW, Calgary, AB, Canada T3C1K1  
qanne.ca

September 1, 2020

CPA Alberta

1900 TD Tower, 10088 – 102 Avenue

Edmonton, AB, T5J 2Z1

To Whom It May Concern:

RE: Nomination of George Black for a Distinguished Service Award

On behalf of the Board of Governors of Queen Anne University, I am pleased to support the nomination of Mr. George Black for the CPA Alberta Distinguished Service Award.

George Black served as a member on the Board of Governors of Queen Anne University from October 2011 until October 2016 during a key period in Queen Anne'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 2013 to 2015, 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 2011, 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 Queen Anne 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 Queen Anne prior to his appointment to the Board. In 1999-2000, he served as an Executive-In-Residence in the School for Business and Entrepreneurial Studies. He was also as a member of Queen Anne's Accounting Program Advisory Committee from 2002 to 2005, serving as the Committee's Vice-Chair in 2004 and as Chair in 2005.

I think George Black exemplifies what it means to serve the community as a volunteer. His commitment to Queen Anne 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 Queen Anne 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 Queen Anne University.

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

Regards,

A handwritten signature in black ink, appearing to read 'Shelly White'.

Shelly White, FCPA, FCGA  
Chair, Board of Governors  
Queen Anne University