

Chief Scrutineer

CPA Alberta's Chief Scrutineer

CPA Alberta's Bylaw 294 states that the Board must annually appoint a CPA as Chief Scrutineer to oversee votes by the membership. Two membership votes occur on an annual basis, most often simultaneously: one for election to any open positions on the CPA Alberta Board, and another for any regulatory matters that are required to be put to a membership vote. There may also be occasions where a regulatory vote is held outside of the annual voting process.

The Chief Scrutineer ensures all the organization's prescribed voting procedures are followed, the election process is fair, and that accurate voting results are compiled.

Chief Scrutineer Duties and Responsibilities

The Chief Scrutineer role is established in CPA Alberta's Bylaws:

Bylaw 294

294 The Board must annually appoint a Chartered Professional Accountant as Chief Scrutineer to oversee votes by the membership. Subject to these Bylaws, the Chief Scrutineer must establish such procedures as are necessary for governing any member vote. Where the Chief Scrutineer is unable to act for the purpose of a meeting or vote, the Chief Scrutineer may appoint a delegate to act as Chief Scrutineer for that meeting or vote.

CPA Alberta's Resolutions outlines the responsibility of the role:

3.2.8 Responsibilities of the Chief Scrutineer

3.2.8.1 In addition to responsibilities in the Act and the Governing Documents, the Chief Scrutineer will:

- .1 oversee the distribution of voting packages and the voting process;
- .2 ensure that the voting or election process is fair; and,
- .3 ensure that accurate voting results and aggregate data are compiled in a manner which preserves the confidentiality of voter identity and ensure that each member votes only once on any matter.

In practical terms, the role involves ensuring, with the assistance of CPA Alberta staff:

- prescribed timelines dictated by the CPA Alberta bylaws are adhered to
- accurate and correct information is provided to CPA Alberta members
- the CPA Alberta voting portal is open and functioning during prescribed voting times
- a report on the voting process is provided to the CPA Alberta Board
- candidates for the CPA Alberta Board are eligible to serve on the Board and are notified of the results of the election

Time Commitment/Expectations

The role requires a total of 6 to 10 hours, mostly centered during the annual voting process, which typically occurs during the month of September.

Qualifications

- Active member of CPA Alberta in good standing ordinarily resident in Alberta.
- Experience which demonstrates an understanding of the profession and the practice of the profession including well-developed analytical and strategic and critical thinking skills.
- To minimize potential conflicts of interest, it is preferable for prospective applicants to work in environments with fewer CPAs.
- A track record of the application of sound professional judgment and integrity.

Competencies and Skills

- well-developed professional judgement, analytical and critical thinking skills;
- effective communication and interpersonal skills that demonstrate integrity and tact;
- proven ability to formulate reasoned and principles-based positions;
- a deep appreciation and understanding of the responsibility and accountability that CPA Alberta has to govern their members and to protect the public.

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