

### Appeal Tribunal Roster Vice Chair

#### Duties/Responsibilities

The Appeal Tribunal Roster Vice Chair supports and assists the Appeal Tribunal Roster Chair by assuming the powers and duties of the Appeal Tribunal Chair in the event the Appeal Tribunal Chair is not able to act for any reason. In that context, the Appeal Tribunal Roster Vice Chair:

- With the support of the Appeal Tribunal Secretary convenes appeal tribunals as the need arises;
- With the support of the Appeal Tribunal Secretary appoints members from the appeals tribunal roster to an appeal tribunal to hear appeals as described under the *Chartered Professional Accountants Act* (Alberta);
- Hears preliminary applications prior to the appointment of an appeal tribunal, as appropriate; and
- Contribute to the ongoing improvement of CPA Alberta's disciplinary processes.

#### Location

Alberta

#### Time Commitment

Two hours reviewing materials for hearings, which occur approximately every three months.

Participation in hearings as required.

#### Requirements

A current member of the Discipline/Appeal Tribunal Roster.

Prior experience chairing CPA Alberta discipline and/or appeal tribunals.

Experienced in administrative tribunal decision making and decision writing.

Be fully knowledgeable about CPA Alberta's discipline and appeal processes, policies and procedures.

A demonstrated appreciation and understanding of the responsibilities and accountability associated with fulfilling a quasi-judicial role in a professional regulatory organization including the roles of professional standards of practice and rules of professional standards.

#### Volunteer Interests

Judicial or quasi-judicial proceedings

*Not accepting volunteers at this time*