

### Appeal Tribunal Roster Chair

#### Duties/Responsibilities

The Appeal Tribunal Roster Chair's responsibilities are:

- 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 referred to hearing 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 conduct.

#### Volunteer Interests

Judicial or quasi-judicial proceedings

**Not accepting volunteers at this time**