

### Awards Review Committee - Chair

#### Duties/Responsibilities

Assist the Board with reviewing and assessing all materials, documents, and reasons for nomination for all applicants. Additional duties include forwarding a list of nominations for awards to the CPA Alberta Board for its consideration.

As an Awards Review Committee Chair you will support the Achievement Award process by:

- Chairing meetings;
- Consulting with staff on committee membership;
- Coordinating committee orientation information;
- Advising nominator of unsuccessful candidates; and
- Presenting committee recommendations for CPA Alberta Achievement Awards and policy amendments to the board.

Awards: Fellows of the Chartered Professional Accountants, Distinguished Accomplishment, and Early Achievement.

#### Location

Alberta

#### Time Commitment

One six hour in-person meeting in Edmonton or Calgary in late January or early February.

Approximately 16 hours reviewing nomination packages.

#### Requirements

CPA Alberta member in good standing.

Members of the Awards Review Committee are not eligible for nomination or receipt of any of the CPA Alberta Achievement Awards during their service on the Committee.

#### Volunteer Interests

Networking, Member Recognition