

Complaints Inquiry Committee Member

CPA Alberta's Complaints Inquiry Committee

The Chartered Professional Accountants of Alberta (CPA Alberta) is the professional regulatory body for the CPA profession in Alberta. Under the *Chartered Professional Accountants Act* (the *CPA Act*), the purpose of CPA Alberta is to protect the public, protect the integrity of the accounting profession regulated under the *CPA Act*, promote and increase the competence of registrants, and regulate the conduct of registrants.

Part 8 of the *CPA Act* prescribes the establishment of a Complaints Inquiry Committee (Committee). Section 80 of the *CPA Act* sets out the duties of the Committee. Specifically, the Committee is a statutory decision-making body that, upon receipt and consideration of an investigator's report, determines whether allegations of unprofessional conduct should be referred to the Discipline Tribunal Roster Chair for a hearing or dismissed in accordance with the *CPA Act*. Additionally, the investigated party may attempt to settle allegations of unprofessional conduct by way of a sanction agreement, rather than proceed to a discipline hearing. Committee members will sit on a panel that determines whether to recommend approval of a proposed settlement (Panel). If a Panel makes such a recommendation, then the remainder of Committee members vote on whether to approve or reject the proposed settlement.

Duties/Responsibilities

- Review and be familiar with the Committee's responsibilities under Part 5 and Part 8 of the *CPA Act* and the Committee's Terms of Reference;
- Review and be familiar with authoritative sources of the Committee's work including the *CPA Act*, its regulations as well as CPA Alberta's Bylaws, Directives, Resolutions and Rules of Professional Conduct;
- Participate frankly and openly in discussions and work cooperatively with other Committee members in sharing ideas, concerns, knowledge and expertise;
- Deal with conflicting and diverging points of view while maintaining decorum, process, as well as professional and respectful interactions;
- Prepare for, attend, and participate in Committee and Panel meetings;
- Exercise independent judgement and carry out the duties and responsibilities of a Committee member in an objective, impartial, and fair manner, free from bias, preconceived views and conflicts of interest.

Competencies and Skills

- Understanding of CPA Alberta's mandate to protect the public and regulatory responsibilities;
- Well-developed analytical, problem-solving, investigative, strategic, and critical-thinking skills;
- Good organizational and time management skills;
- Effective communication and interpersonal skills that demonstrate integrity, professionalism, accountability, and respect;
- Ability to formulate reasoned decisions and communicate them;
- Ability to assess complex information and evidence objectively and make fair, reasoned, and defensible decisions;
- An appreciation for the importance of confidentiality, procedural fairness, and impartiality.

Location

Meetings are held via video conference, or in person in Calgary and Edmonton.

Time Commitment

One three to six-hour meeting four times per year, with an additional minimum preparation time of 10 hours for each meeting day.

Occasional Panel meetings conducted on an ad hoc basis throughout the year.

A minimum three-year term.

Qualifications

- Active member of CPA Alberta in good standing, ordinarily resident in Alberta.
- Consequential experience in the designated accounting profession that demonstrates an understanding of the profession and the practice of the profession
- Prior experience on statutory committees, with governance procedures, or with regulatory processes is an asset.

*Committee member applications are accepted year-round,
but positions are generally appointed for terms starting July 1 of each year.*

For further information on this position or to submit a resume, please contact Secretariat@cpaalberta.ca