

### Complaints Inquiry Committee Chair (CIC Chair)

#### Duties/Responsibilities

The CIC Chair is the decision maker regarding whether or not to dismiss the complaint or appoint an investigator in the conduct and discipline process.

Responsibilities include:

- Review and familiarize oneself with their responsibilities detailed in the Act;
- Adherence to principles of good governance;
- Draft reasons for committee decisions as required;
- Review draft minutes for completeness and accuracy;
- Present quarterly report to the board to fulfill the committee's obligations to the board;
- Issue reprimand in the instances that a written reprimand is required;
- Review report of the CIC Secretary after the initial review of complaint; and
- Issue dismissal letters in the instances that a written dismissal is required.

#### Location

Alberta

#### Time Commitment

One eight hour meeting day four times per year, with an additional minimum preparation time of ten hours for each eight hour meeting day.

Additional time, dependent upon the volume of complaints.

A minimum three year term.

#### Requirements

Previously served on the CIC for a minimum of one term.

CPA Alberta member in good standing.

Minimum 10 years' experience post-designation.

Volunteer Board experience.

#### Volunteer Interests

Board Governance

*Not accepting volunteers at this time*