

## Registration Committee Member

### Duties/Responsibilities

Make decisions on registration matters in accordance with CPA Alberta's legislative responsibilities. The Committee considers applications for registration or continuation of registration and special requests that fall outside the generally approved registration criteria for members, candidates, professional accounting firms, professional corporations, professional service providers and pre- approved program route providers.

Recommend and establish registration policy and administrative practice, balancing the interests of the public against those of the profession.

Establish standard guidelines respecting the re-admission of cancelled members and/or candidates.

Establish guidelines respecting continuing professional development non-compliance and exemptions.

Ensure procedures, policies, delegation of authority, and conditions of delegation to the Registrar are documented.

Advise the CPA Alberta Board on relevant strategy, risk, and policy matters.

### Location

Meetings are held virtually, with one (1) meeting annually being held in Red Deer.

### Time Commitment

Committee members are appointed to serve for a term of three (3) years and may be reappointed up to a maximum of two (2) terms by the Board. The term limit may be renewed for an additional two (2) years if the Committee member is appointed as Chair.

The Committee generally meets seven (7) times per year, and each meeting lasts approximately three (3) hours.

Outside these meetings, there is approximately half a day preparation time.

### Requirements

CPAs in good standing and regarded as competent professionals by their peers.

CPAs representing the diversity of the membership as a whole.

CPAs that have no findings of unprofessional conduct by CPA Alberta or a legacy organization.

*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](mailto:Secretariat@cpaalberta.ca)*