



CPA

**CHARTERED
PROFESSIONAL
ACCOUNTANTS
NOVA SCOTIA**

BOARD OF DIRECTORS

NOMINATION PACKAGE

BACKGROUND

The CPA Nova Scotia Board consists of 12 members – 10 CPAs and 2 public representatives. Members are elected for three-year terms (maximum two consecutive terms). Being a member of the Board requires a time commitment of approximately 10-14 days per year, depending on the specific responsibilities assigned to the Board Member. The Board usually meets up to eight times per year (for approximately a half day each). Meetings are regularly held at the CPA Nova Scotia offices in Halifax, with hybrid meeting option available. Board members are also encouraged to attend key CPA Nova Scotia events such as Convocation and Member Awards Dinner.

This year, there are two (2) open board positions to be filled. Ideal candidates would be engaged members who bring a broad range of relevant experience, reflect the diversity of the membership, and possess a demonstrated ability to make a significant contribution at the board level. It is your chance to contribute your time and expertise to advance your profession.

BOARD RESPONSIBILITIES

The Chartered Professional Accountants Act sets out the following:

5. In order to serve and protect the public interest in the practice of chartered professional accounting, CPA Nova Scotia shall:

- (a) preserve the integrity of the accounting profession;
- (b) maintain public confidence in the ability of the accounting profession to regulate itself;
- (c) govern and regulate the practice of the profession and govern and regulate registrants and registered firms in accordance with this Act and the by-laws, including:
 - i. establishing, maintaining, developing, and enforcing
 - A. standards of qualification for registration and continuation of registration,
 - B. standards of practice, and
 - C. standards of professional ethics, knowledge, skill, and proficiency,
 - ii. regulating the provision of regulated services,
 - iii. certifying members to engage in the practice of public accounting,
 - iv. regulating the practice, competence and professional conduct of registrants and registered firms, and
 - v. regulating the use of protected designations in accordance with this Act and the by-laws;
- (d) promote and foster greater public awareness of the practice of chartered professional accounting;
- (e) promote and increase the professional knowledge, skill and proficiency of registrants and registered firms in financial reporting, strategy and governance, management accounting, audit, assurance, finance and taxation and other matters relating to the practice of chartered professional accounting;
- (f) where not inconsistent with the public interest, advance the professional interests of registrants and registered firms; and
- (g) do such other lawful acts and things as are incidental to the attainment of the purposes and objects of CPA Nova Scotia.

6. There shall be a Board of Directors to govern the affairs of CPA Nova Scotia.

BOARD ELIGIBILITY

As per CPA Nova Scotia (CPA NS) By-Laws:

40. Subject to the requirements of the Act and the By-Laws, any member in good standing of CPA Nova Scotia is eligible to be nominated, elected or appointed as a Director. A Director must:

(a) be a member, unless they are appointed as a public representative in accordance with the Act and the By-Laws;

(b) not be, nor shall any Close Family Member or Immediate Family Member of the Director be, an employee of CPA Nova Scotia or the Atlantic School of Business or have been so employed within the five years immediately preceding the member's nomination, election or appointment as a Director.

41. Upon their nomination, the member must disclose any registration sanctions they have received within the last ten years. A member with any registration sanctions within the last ten years may not be acclaimed to the Board.

INSTRUCTIONS TO INTERESTED MEMBERS

Nomination Form

If you are interested in being nominated as a candidate for the CPA Nova Scotia Board, please complete and submit the Nomination Form.

You can access the form online at www.cpans.ca and email it to Amy Maclsaac at amacisaac@cpans.ca. All nominations must be received by 4:00pm, Friday, April 21, 2023.

Other Required Information (see included example)

All nominated candidates for the CPA Nova Scotia Board must also provide:

- **Your biographical information**, in bullet form, describing your role as a professional and other relevant experience relating to the CPA Nova Scotia board positions,
- **A Candidate Statement** outlining why you are interested in being part of the CPA Nova Scotia Board and what your priorities are (maximum 200 words).

Your submitted information may be subject to editing for grammar and length prior to posting on the CPA Nova Scotia website for election purposes.

We encourage you to contact the CPA Nova Scotia Nominations Committee with your questions about the role of the Board or the election process by emailing Amy Maclsaac at amacisaac@cpans.ca.

Note: *All election procedures and counting of ballots are overseen by the Scrutineer.*



NOMINATION FORM FOR ELECTION TO THE BOARD OF CPA NOVA SCOTIA

Nominators

We, the undersigned, being Members in good standing, do nominate:

_____ to stand for election to the Board of CPA Nova Scotia.

Nominator (print and sign your name) _____

Seconder (print and sign your name) _____

Written consent of Nominee:

I, _____, hereby consent to stand for election to the Board of CPA Nova Scotia in 2023.

(Date)

(Signature)

Check one box:

- I am a resident of Nova Scotia.
- I am not a resident of Nova Scotia.

Please submit to CPA Nova Scotia by 4:00 PM, Friday, April 21, 2023. Email to amacisaac@cpans.ca.

SAMPLE CANDIDATE INFORMATION SHEET

Please indicate how your skills and experience would allow you to positively contribute to the CPA Nova Scotia Board and the needs of its Members. Should you choose to identify as a member of a diverse group, please include this information in your Candidate Statement below. The Candidate Statement will be posted as part of your elections profile on our website.

Professional Career

- Chief Financial Officer/Director, XYZ Company (date)
- Controller/Senior Financial Analyst/Operations Manager/Professor, 123 Company (date)
- Senior Accountant, 123 Company (date)
- Designation received (date)
- BComm, ABC University (date)

Relevant Activities

- Committee Member, CPA Nova Scotia (date)
- Member (date) and Chair (date) of Advisory Council
- Treasurer, Local Community Sports Team (date)
- Finance Chair, Local Not for Profit Board (date)
- Member, Local Chamber of Commerce (date)

Candidate Statement (maximum 200 words)

I have been an active member of the profession for the last fifteen years. I feel I have the knowledge, experience and passion needed to help shape the future of the CPA profession in Nova Scotia. As a Board member, I will work diligently to ensure that CPA Nova Scotia maintains its self-regulating status, protects the public, and continues to be a profession of choice by students and employers.
