



CPA

**CHARTERED
PROFESSIONAL
ACCOUNTANTS
NOVA SCOTIA**

**BOARD OF DIRECTORS
ELECTIONS NOMINATION PACKAGE**

BACKGROUND AND EXPECTATIONS

The CPA Nova Scotia Board consists of twelve members, comprised of ten CPAs and two public representatives. CPA members are elected for three-year terms, with a maximum of two consecutive terms. The Board usually meets approximately eight times per year, usually on Friday mornings. Meetings are regularly held at the CPA Nova Scotia offices in Halifax, with a hybrid meeting option available and in-person attendance is encouraged, where possible. The Board also undertakes periodic training and strategic planning. Travel expenses related to attending board meetings are reimbursed.

In addition to regular meetings, Board Members are expected to participate in at least one of following committees of the Board - Governance, Audit, Nominations, or as a Director of the Accounting Education Foundation, a non-profit organization established to promote accounting education in the province. Committees and the Foundation board typically meet several times a year, and their work is supported by CPA Nova Scotia staff.

Elected Board Members should also be willing to consider joining the Executive Committee if asked to do so. The Executive Committee meets monthly with the CEO and the Chair and Vice-Chair participate in national meetings, requiring occasional travel. Apart from those two roles, travel is not expected of Directors.

Board Members are also encouraged to attend key CPA Nova Scotia events such as Convocation, the AGM, and the Member Awards Dinner.

This year, there are four (4) open board positions to be filled. The Nominations Committee has identified the following characteristics as those which would bring benefit to the current Board composition:

- Public practice license holder (firms of any size)
- Employment within government
- Live or work outside the Halifax Regional Municipality

CONTEXT

CPA Nova Scotia was established by *The Chartered Professional Accountants Act*, and that Act sets out the role of the organization as follows:

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.

The Act goes on to say that the Board of Directors will employ a CEO, who in turn employs a staff team. As such, the Board is not a management board, but a governance board which oversees the work of the CEO and her team in fulfilling the objects set out in section 5 of the legislation, above, and in setting direction for the management of the organization.

BOARD ELIGIBILITY

Eligibility is set out in the By-laws, as follows:

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 CPA 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

We encourage you to contact the CPA Nova Scotia Nominations Committee with any questions about the role of the Board, or the election process, by emailing Amy MacIsaac at amacisaac@cpans.ca. Ideal candidates would be 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. We encourage you to use this opportunity to contribute your time and expertise to advance your profession.

To be a candidate in the election, you must submit the following information. Items 1-3 **will be posted on our Elections webpage for members to review** when voting:

1. Candidate Statement (maximum 200 words)

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 statement.

2. Resume (limited to two pages)

Your resume should include current and past work and other experience which may be relevant to characteristics identified by the Nominations Committee in their call for nominations.

3. High resolution photograph of yourself (must be in jpg or png format)

4. Completed nomination form

DEADLINE for submission is by 4:00pm, April 25, 2024, via email to amacisaac@cpans.ca.

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 for the three-year term commencing at the end of the Annual General Meeting scheduled for June 25, 2024.

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 2024. I confirm that all information submitted in this nomination form is a fair and accurate representation of my skills and experience at this time.

Date

Signature

Check one box:

I am a resident of Nova Scotia.

I am not a resident of Nova Scotia.