

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF SASKATCHEWAN

Rules for Distinguished Community Service Award Nominations

Purpose of the award

The purpose of the award is to recognize the distinguished community service of a Chartered Accountant who is a resident Saskatchewan member in good standing. Distinguished service is defined as extensive one time or long term service and excellence in leadership positions in areas such as, but not limited to: career, community, business, not for profit and professional organizations.

Saskatchewan members who have died within the last year may also be nominated.

A. Instructions to the Nominators

1. The fullest possible information on the nominee is to be given, together with reasons why the individual should be considered to be awarded a Distinguished Community Service Award, **all supplemented by additional comments where necessary**. Please follow the suggested information guidelines provided.
2. The nominator or seconder should make appropriate investigations **(on a confidential basis)** if additional information is required. **Attachment of newspaper clippings, letters of support or other supporting evidence from one or two key organizations is acceptable and highly desirable. The support information should highlight the impact the nominee's contribution had on the community or organization.**
3. The nominator and seconder should demonstrate that the nominee has rendered valuable service to an organization in a leadership role. The nominator or seconder does not have to be a Chartered Accountant.
4. **Nominators and seconders should keep their nomination confidential from the nominee.**
5. You may be the nominator or seconder for more than one nominee.
6. Please return your nominations to the Institute by **February 10, 2012**.
7. A sample completed nomination is included. It is important to submit complete nomination information. Please take the time to research and document your nomination carefully.
8. A recipient may be awarded a Distinguished Community Service Award more than once.
9. Members presently on Council are not eligible for nomination and may not nominate a member for a Distinguished Community Service Award.

B. Summary of Saskatchewan Institute Procedures

1. Nominations, in strict confidence, are sought each year. Nominators are required to specify their reasons for the nomination using the guidelines below.

Evaluation criteria will include, but not be restricted to consideration of:

- * the specific accomplishments made by the nominee to the specific organization
- * the significance of the nominee's activities to the specific organization
- * the significance of the nominee's activities to their particular community

2. An ad hoc committee is struck to review the nominations and submits the names of nominees for consideration by Council before the February meeting. The ad hoc committee will accept a simple majority of the committee members when making the recommendation to Council. A two-thirds vote of Council members in attendance at the meeting is required for final approval.
3. It is the final responsibility of the ad hoc committee to judge whether the reasons cited are sufficient for a name to be passed forward to Council for consideration
4. Names of the nominators and seconders are not given to Council.
5. Nominators will be advised directly by the President whether their candidate has been successful in being awarded a Distinguished Community Service Award.
6. The award does not have to be issued every year. There is no limit to the number of awards that can be issued each year.

C. Successful Candidates

1. Immediately after the Council meeting, the member will be advised by the President. The official presentation of the Distinguished Community Service Award will be made at the Annual Conference.
2. Each recipient of the award will receive a suitably engraved plaque.
3. Appropriate announcements will be made through the local media and newspaper of the recipient as well as in the Regina Leader Post and Saskatoon Star Phoenix. Announcements will also be made in the Institute's newsletter and website.

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF SASKATCHEWAN
MOCK DISTINGUISHED COMMUNITY SERVICE AWARD NOMINATION

1. Information about the nominee

Surname Smith

Given Names Lee

Address Anytown, Sask.

Employer Name/Address _____ n/a

2. Qualified as a CA : 19 85 in Saskatchewan. Admitted to ICAS in 19 85.

3. Organization service*

<u>Organization</u>	<u>Position held & year</u>	<u>Time commitment</u>	<u>Special Accomplishments</u>
Anytown United Way	Board of Directors (2005 to current)	5-6 meetings per year (100 hours / year)	The Anytown United Way raised over \$500,000 in 2005. Lee contacted many members in the business community and raised over \$15,000.
Saskatoon University	Board (2001-2005)	6 meetings per year (145 hours/year)	These comments were made by the Chairperson of the Foundation: Hospital "When approached to sit on the Foundation Board, he/she accepted willingly, without hesitation. Since that time, a number of new committees have been struck, with Lee Smith chairing the finance and Investment Committee of the Board."
Sask. Children's Hospital	Director (1995-99) Fundraising Chairperson (1998-99)	4 to 5 Board (70 hours/year) 6 Committee meetings per year (40 hours/year)	Fundraising committee successfully meetings per year raised its objective of \$1,000,000 which was matched by the government in order to fund a feasibility study on the need for a Children's Hospital in Northern Saskatchewan
Saskatchewan Special Olympics	Finance Chairperson (1993-95)	Monthly meetings (120 hours)	

***Preference will be given for positions which involve leadership skills rather than simple membership.**

Lecturer in "Learning for the Disabled" to child care workers on several occasions between 2000 and 2004 and was consistently evaluated as an outstanding instructor. His/her involvement also required that he/she rearrange business trips so that he/she would be in town on the day of his/her lecture. He/she consistently made himself/herself available to students outside regular office hours and lecture hours to assist them with their problems.

Lee Smith has spoken at various Special Olympics functions and to Child Care Associations in the area of

teaching of life skills for the disabled child. In all of these endeavours, Lee Smith is well recognized for his/her technical and caring approach in this field. As a result, Lee Smith is a popular speaker. Lee Smith donates any speaking fees he/she receives back to organizations that promote learning for the disabled.

4. In receiving special awards or recognition

Lee Smith is a Life Member of the Saskatchewan Children's Hospital Foundation for his/her contributions to that organization.

In 2002, Lee Smith was the recipient of the Saskatchewan Award of Merit for his/her contributions to his/her community in the province of Saskatchewan.

5. Documentation to support nomination

Jane Fraser, CEO for Saskatchewan Children's Hospital, has written a letter of support for Lee's nomination. Her letter clearly shows Lee's considerable contribution to making the Children's Hospital a reality.

6. General Comments

Since moving to Anytown, Sask. in 1982, Lee Smith has also been involved in the local United Way as an active member of the fundraising committee, the Anytown "Build an Arena" Association, the local PTA and the young adult ringette team as a coach. Lee's outward giving to organizations that are for the betterment of the community and its residents is testimony to his/her worthiness of the Distinguished Community Service Award.

