

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF SASKATCHEWAN

Rules for FCA Nominations

Instructions to the Nominators

1. **Any Saskatchewan member in good standing may nominate another Saskatchewan member in good standing for an FCA.**
2. **Nominators and seconders should keep their nomination confidential from the nominee.**
3. The fullest possible information on the nominee is to be given, together with reasons why the individual should be considered for election as a Fellow, all supplemented by additional comments where necessary. **Please follow the suggested information guidelines provided.**
4. The nominator and seconder should demonstrate that the nominee has rendered meritorious service to the profession and community, or has brought distinction to himself/herself and to the profession, by providing leadership in the above areas. **Nominators should be aware that nominees are expected to have service to both the profession and the community with service to the profession typically being 80% of the service required.**
5. The nominator or seconder should make appropriate investigations **(on a confidential basis)** if additional information is required. **Details as to Institute service will be supplied by the Institute.** Attachment of newspaper clippings or other supporting evidence is acceptable.
6. Members presently on Council are eligible for nomination but may not nominate a member for an FCA. FCAs may be granted posthumously.
7. Candidates will be expected to have at least five (5) years of intensive dedication to Saskatchewan professional committee(s) and/or CICA committees as a Saskatchewan representative. Institute work while living in another province will also be considered.
8. Institute work done for pay (teaching, marking) is not considered for FCA purposes.
9. You may be the nominator/seconder for more than one person.
10. Please give this your consideration now and return your nominations to the Institute by **November 4, 2011.**
11. A sample nomination form is available upon request from the Institute office. **It is important to submit complete nomination information. Please take the time to research and document your nomination carefully.**

Summary of Saskatchewan Institute Procedures

1. Nominations, in strict confidence, are sought from all members of the Institute each year, and nominators are required to specify their reasons for the nomination, which may be for excellence under Point a) plus one or more of the other headings:

PRIME INFORMATION

- a) volunteer work for the Saskatchewan or Canadian Institutes
- b) in pursuit of career
- c) in voluntary service to civic, community, charitable, political, or professional organizations

SECONDARY INFORMATION

- d) in research, teaching, writing or speaking on professional matters or other areas
 - e) by receiving a special award
2. Names of the nominators and seconders are not given to Council.
 3. Nominators will be advised directly by the President whether their candidate has been awarded an FCA.
 4. All nominations received will be reviewed by the Chief Executive Officer who will present a final list of nominees to Council for consideration.
 5. FCA nominations considered by the Chief Executive Officer in the year of receipt and not recommended to Council may be reconsidered in the next year. The original nominator is asked to update the nomination before the second review.
 6. The Chief Executive Officer reviews the nominations and submits the names of nominees for consideration by Council before the December meeting. A two-thirds vote of Council members in attendance at the meeting is required for election.
 7. It is the final responsibility of the Chief Executive Officer to judge whether the reasons cited are sufficient for a name to be passed forward to Council for consideration. Your Council hopes that the names of all deserving members will be brought forward, but at the same time, Council does not wish to lessen the honour in any way by taking insufficient care in the selection of final nominees.
 9. Immediately after the Council decision, the member will be advised by the President. The official presentation to the FCA recipients will be made during Convocation in February. Appropriate announcements are made through the local media and the Institute's newsletter.

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Suggested Information to Support a Nomination as a Fellow of the Chartered Accountants

Instructions

Please provide complete information. It is suggested that you request the sample nomination information available from the Institute office. The information you provide may make the difference between a nominee being elected or not elected to Fellowship. Additional pages and supporting materials should be attached. **The Institute's staff will provide information regarding Institute involvement.** Information should be as specific as possible as to position, time commitment, involvement, and number of years in the position.

Nominee's activities will be evaluated on a point system. More points are assigned to more senior volunteer positions and for long term service. Special projects or circumstances related to given committee work should be highlighted.

Please Attach Complete Information and Details

1. Basic information about the Nominee. Provide the following details.

- a) Surname
- b) Given Names
- c) Address
- d) Home Phone
- e) Cell Phone
- f) Employer's Name/address (if applicable)

2. Information about the pursuit of his/her career. Please provide the following details if applicable.

- a) Year Qualified as a CA: _____ Where?
- b) Year Admitted to ICAS: _____
- c) Member of Other Provincial Institute: Where? _____ Year(s)
- d) Company(ies)
- e) Position(s) and year(s)
- f) Special Accomplishments
 - ___ Public Practice
 - ___ Industry or Commerce
 - ___ Government Service
 - ___ Education

3. Information On Institute Activities

This will be provided by the Institute office.

INFORMATION ON NON-INSTITUTE ACTIVITIES

4. Information about service to civic, community, political, business, professional or charitable organizations **in leadership roles**. Please note any special accomplishments, e.g., new activities initiated or organized. Please provide the following details and be as specific as possible.
 - a) Name of Organization(s)
 - b) Position(s) held (director, president, treasurer, chairperson, etc.)
 - c) **Number of years holding each position**
 - d) **Approximate time commitment in hours per year**
 - e) Special Accomplishments

SECONDARY INFORMATION

5. Information about research, teaching, writing or speaking on professional matters. Please provide the following details:
 - a) Topic/Courses
 - b) Results
 - c) When
 - d) Where
 - e) Forums
6. Information about receiving special awards or recognition. Please provide the following details:
 - a) Name of Sponsoring Body
 - b) Name of Award
 - c) Basis for Award
 - d) When received
7. General Comments

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF SASKATCHEWAN

MOCK FCA NOMINATION

1. Information about the nominee

Surname Smith

Given Names Lee

Address Anytown, Sask.

Employer Name/Address

2. In the pursuit of his/her career

Qualified as a CA: 1988 (Saskatchewan)

Admitted to ICAS: 1988

Joined Lang, Grayson & White in 1984 as a Student and qualified as a Chartered Accountant in 1988.

Admitted to partnership in Lang, Grayson & White in 1994.

In the subsequent years as a tax partner, Lee Smith has for several years concentrated in business valuations and acquired significant audit experience in the agricultural industry or in related service industries. Lee also served as the Senior Partner on a number of audits of municipal, government and non-profit organizations.

3. In the work of the Saskatchewan or Canadian Institute

<u>Name of Committee</u>	<u>Position (member, chairperson Council Liaison)</u>	<u>Year(s)</u>	<u>Organization</u>
Public Relations	Member	1990-92	ICAS
Public Relations	Chairperson	1992-94	ICAS

During this time, Lee Smith was successful in introducing co-operative advertising among Saskatchewan practising offices, particularly those in the smaller centres; also, developed and implemented a program to publish an annual "Tax Tips" Booklet of which 2,000 were distributed per year; this project resulted in co-operative agreements with major daily newspapers in Regina and Saskatoon resulting in \$15,000 of free promotion of the profession during the two months of the income tax season.

Education	Member	1994-97	ICAS
Education	Chairperson	1997-2000	ICAS
Interprovincial Education Committee	Saskatchewan	1993-97	CICA
National Board of Examiners	Member	1998-2000	CICA
National Board of Examiners	Chairperson	2000-2002	CICA

4. **Community, Civic, Political, Business or Charitable Service***

<u>Organization</u>	<u>Position held & year</u>	<u>Time commitment</u>	<u>Special Accomplishments</u>
Sask. Children's Hospital	Director (1994-97) Fundraising	4 to 5 Board meetings per year	Fundraising committee successfully raised its objective of \$1,000,000
	Chairperson (1997-98)	(70 hours/year)	which was matched by the
	6 Committee	(40 hours/year)	government in order to fund meetings per year a feasibility study on the need for a Children's Hospital in Northern Saskatchewan
Saskatoon Hospital Foundation:	Board (1996-98)	6 meetings per year (145 hours/year)	These comments were made by the University Foundation Chairperson of the "When approached to sit on the Board, Lee 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."
Saskatchewan Special Olympics	Finance Chairperson (1998-2000)	Monthly meetings (120 hours)	

***Points are awarded for positions on committees only. Membership status is not acknowledged.**

ADDITIONAL INFORMATION

5. **In research, teaching, writing or speaking on professional matters**

Lecturer in taxation for ICAS on several occasions between 1992 and 1998 and was consistently evaluated as an outstanding instructor; Lee's involvement also required that he/she rearrange business trips so that he/she would be in town on the day of his/her lecture; Lee consistently made himself available to students outside regular office hours and lecture hours to assist them with their problems.

Lee Smith has spoken at various Canadian Tax Foundation meetings, Prairie Tax Conferences, Tax Management Conferences, Law Society mid-winter meetings, and the annual meetings of The Institute of Chartered Accountants of Saskatchewan as well as authored articles for the CA Magazine and the Canadian Tax Foundation Conference Reports. In all of these endeavours, Lee Smith is recognized as a Chartered Accountant and one of Canada's finest tax experts.

6. **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 1989, Lee Smith was the recipient of the Saskatchewan Award of Merit for contributions to his/her community and profession in the province of Saskatchewan.

7. **General Comments**

Since moving to Anytown in 1985, Lee has been an excellent professional and a dedicated supporter of the CA profession. Lee Smith's involvement in the community and with the Institute is testimony to his/her worthiness of the FCA designation.

NOMINATION FOR AN FCA

To the Chief Executive Officer:

We nominate _____ of _____
name city

as a suitable candidate to be awarded an FCA.

Attached is the information supporting our nomination.

Nominated by:

Name of nominator (please print)

Name of seconder (please print)

Address

Address

City/Prov.

City/Prov.

Work Phone Number

Work Phone Number

Home Phone Number

Home Phone Number

Signature

Date

Signature

Date

Forward to:
Chief Executive Officer
The Institute of Chartered Accountants
of Saskatchewan
3621 Pasqua Street
Regina SK S4S 6W8
Deadline Date – November 4, 2011