



NOMINATION FOR THE GEORGE BAXTER ACHIEVEMENT AWARD

To the Chief Executive Officer:

We have prepared this nomination and, based on the information contained therein, we recommend that

_____ (NAME OF NOMINEE) of _____ (CITY OF NOMINEE)
be granted a George Baxter Achievement Award. This nomination is based on the information known to us and, to the best of our knowledge, is complete and accurate. 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:
George Baxter Achievement Award Nominations
c/o Chief Executive Officer
The Institute of Chartered Accountants
of Saskatchewan
3621 Pasqua Street
Regina SK S4S 6W8

Deadline Date – February 10 , 2012



NOMINATION FOR THE GEORGE BAXTER ACHIEVEMENT AWARD

Nominations must be received by the Institute by January 05, 2010.

CRITERIA

George Baxter Achievement Awards are presented to resident Saskatchewan CAs who, within the first ten years (post UFE) since qualifying as a CA, (1998 and onward) demonstrate excellence in professional, civic, charitable, community or other service, and/or significant accomplishment in their career or the field of accounting in general within the province of Saskatchewan.

An individual may receive this award only once. A maximum of three awards will be awarded in any year.

Please note: Nominators or seconders do not have to be CAs.
Members of Council may not nominate members for the award.
Nomination deadline is **February 10, 2012**.

INSTRUCTIONS

All sections of this form should be completed to the fullest, as candidate selection depends on the information presented here. Please provide information on years of involvement and approximate time commitment (hours/week or year). Letters or other evidence (e.g. annual reports, publications, etc.) from the organizations with which the member has been involved, documenting achievements and accomplishments, are very helpful in supporting the Reasons for Nomination. **The impact of the candidate's contribution on the organization or community should be highlighted.** Nominators should show the candidate had other personal interests, hobbies outside of community and professional service.

Please see page 3 for additional information on the documentation and selection processes.

NOMINEE INFORMATION

surname		given names (please underline name commonly used)	
Address			
employer/firm address			
title or position			
home phone no.		business phone no.	
fax no.		e-mail address	
year admitted to Saskatchewan Institute		year CA designation first obtained, if before admission to Saskatchewan Institute	

REASONS FOR NOMINATION

The award will be granted to members who show leadership in one or more of the following categories:

1. **Volunteer Service** - positions, service and achievement with charitable, civic, political, community, business and professional organizations.
2. **Professional or Business Roles and Accomplishments** - service that is unique, outstanding or significantly beyond expectations or accomplishments or leadership roles that had a major beneficial impact on the organization, practice or industry or the fields of commerce or finance generally. These may be in any sector: corporate, non-profit, government, education, practice or advisory.
3. **Volunteer Leadership** - in service and achievement in the work of the CA profession (e.g. ICAS, CICA, another provincial Institute or related organizations, e.g. FEI, CIPA, CICBV, CTF, IIA, etc).
4. **Service and Achievement** - in other areas of professional endeavour, including research, teaching, and communications (including writing, books, articles, reviews, public speaking, electronic media, etc.). **Document clearly the time frame and the profile of the achievement. Volunteer (no fees or honorariums), time is key to this award.**

KEY INFORMATION

1. Please give details for each of the above headings (if applicable) on a separate page. **Provide information on years of involvement, approximate time commitment (hours/week or year), and leadership roles and accomplishments.** Supporting documentation in the form of a letter or publication from the organization the nominee is involved with should be submitted and should highlight the impact of the candidate's contribution on the organization or community. Be sure to attach any evidence of the nominee being known as a Chartered Accountant (e.g. articles, publications, etc.).
2. Please provide information on other interests, hobbies the nominee participates in to indicate their balance of work, volunteer and personal/family activities.

ADDITIONAL INFORMATION

Documentation

Nominators must demonstrate that their nominee has brought distinction to the profession or given outstanding service to the profession but continued to maintain a 'balanced' life and have other interests outside of community and professional service. Evidence of the nominee being known as a Chartered Accountant is helpful and could include the use of that designation or the initials "CA" in publications by or about the nominee, including: newspapers and other media; and the annual reports and other communications of corporate, university, hospital, chamber of commerce, service club and other boards of directors/governors. The impact of the candidate's contribution on the organization or community should be highlighted in the documentation.

Nominators should provide the fullest possible details of the nature and quality of the nominee's activities. Please be clear about years of involvement, the approximate time commitment and describe the leadership roles and accomplishments. Supporting letters, media articles, etc. should be specific on these matters and highlight the impact of the candidate's contribution on the organization or community – not general testimonials.

Please note: ICAS office staff are available to assist and advise nominators on how to assemble and document thorough nominations, and to explain criteria and process.

Selection

Awards may not be made in a year if no suitable recipient has been nominated. Successful nominations require at least a two-thirds majority vote of Council. Unsuccessful nominations may be re-submitted in future years and feedback is provided to nominators if their nominee is unsuccessful. Outcomes of the process will be communicated in Horizons.

Contact Information

Please contact ICAS Chief Executive Officer at 791-4141 or e-mail s.james@icas.sk.ca if you require information about Institute activity of any member being considered for nomination or for assistance or advice on how to assemble and document thorough nominations or for an explanation of the criteria and process.

Sample Nomination

NOMINATION FOR THE GEORGE BAXTER ACHIEVEMENT AWARD

Nominations must be received by the Institute by January 5, 2010.

CRITERIA

George Baxter Achievement Awards are presented to resident Saskatchewan CAs who, within the first ten years (post UFE) since qualifying as a CA, (1998 and onward) demonstrate excellence in professional, civic, charitable, community or other service, and/or excellence, innovation or remarkable accomplishment in their career or the field of accounting in general within the province of Saskatchewan.

An individual may receive this award only once. A maximum of three awards will be awarded in any year.

Please note: Nominators or seconders do not have to be CAs.
Members of Council may not nominate members for the award.
Nomination deadline is **January 5, 2010**.

INSTRUCTIONS

All sections of this form should be completed to the fullest, as candidate selection depends on the information presented here. Please provide information on years of involvement and approximate time commitment (hours/week or year). Letters or other evidence (e.g. annual reports, publications, etc.) from the organizations with which the member has been involved, documenting achievements and accomplishments, would be helpful in supporting the Reasons for Nomination. The impact of the candidate's contribution on the organization or community should be highlighted. Nominators should show the candidate had other personal interests, hobbies outside of community and professional service.

Please see page 3 for additional information on the documentation and selection processes.

NOMINEE INFORMATION

surname <u>Smith</u>	given names <i>(please underline name commonly used)</i> <u>Lee</u>
Address <u>1234 Anystreet, Anytown, Saskatchewan</u>	
employer/firm address <u>n/a</u>	
title or position	
home phone no.	business phone no.
fax no.	e-mail address
year admitted to Saskatchewan Institute <u>1999</u>	year CA designation first obtained, if before admission to Saskatchewan Institute <u>n/a</u>

Volunteer Service

Saskatchewan Children's Hospital

Fundraising Chairperson 1999 - 2002 6 meetings per year (3 to 4 hours per meeting)
Under Lee's leadership, the fundraising committee raised over \$750,000 exceeding its objective of \$500,000. This allowed the hospital to purchase additional and much-needed equipment for the neo-natal intensive care unit.

Saskatchewan Special Olympics

Finance Committee 2001 – 2004 8 meetings per year (2 hours per meeting).

Coach – Special Olympics Swim Team – 2003 to current

Practices are held once a week for an hour. Under Lee's coaching, two members of the swim team participated in the 2004 National Special Olympics.

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.

Anytown Soccer Association

Assistant Coach 2005 to present

Lee is the assistant coach for his/her daughter's "5 and under" soccer team. Practices are held once a week for one hour.

Professional or Business Roles and Accomplishments - not applicable

Volunteer Leadership for the Profession

Lee is a member of the Institute of Chartered Accountants of Saskatchewan's Bylaws Committee. They meet 3 – 4 times a year.

Service and Achievement - Not applicable.

Personal / Family Activities

Lee and his/her spouse and 3 children enjoy hiking and have hiked throughout Canada and the US.

Documentation / Support for Nomination

A letter from the CEO of the Saskatchewan Children's Hospital (**attached**) highlights Lee's immense contribution and the importance of the additional funds raised under Lee's leadership.

Also attached is a newspaper clipping from the Anytown Herald on the members of the Special Olympics Swim Team who participated in the National Special Olympics. The article mentions that Lee is a Chartered Accountant and his/her dedication to Special Olympics

General Comments

Lee's dedication to the education of others is a testament to making our community a better place. He willingly shares his/her talents and skills with those around him/her to enhance the lives of others.