



Chartered Professional Accountants of Nova Scotia
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CPA NOVA SCOTIA BOARD OF DIRECTORS PUBLIC REPRESENTATIVE

Information Package

PUBLIC REPRESENTATIVE

The CPA Nova Scotia Board consists of 12 members – 10 CPAs and 2 public representatives. Public representatives are appointed for a two-year term, and may be appointed to serve a second term (maximum two consecutive terms). Being a member of the Board requires a time commitment of 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. Most meetings are held both at the CPA Nova Scotia offices in Halifax and through a virtual platform. Board members are also encouraged to attend key CPA Nova Scotia events.

At CPA Nova Scotia we value diversity, equity, and inclusion. We strongly encourage applications from all qualified candidates, including persons who identify as racially visible, Indigenous, persons with disabilities, women in underrepresented roles and members of the 2SLGBTQI+ community.

BOARD RESPONSIBILITIES

As per the Chartered Professional Accountants Act:

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, 10 chartered professional accountants 2015, c. 30 AUGUST 2, 2016
 - 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. 2015, c. 30, s. 5. Board

6. There shall be a Board of Directors to govern the affairs of CPA Nova Scotia. 2015, c. 30, s. 6.

BOARD ELIGIBILITY

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

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

52. There shall be no fewer than one (1) and no more than two (2) public representatives on the Board.

55. The committee appointed under Section 53 must:

- (d) ensure that nominated public representatives meet all criteria required by the Board, including complying with all of the following:
 - i. they are not, and never have been, a member, candidate or student of CPA Nova Scotia, CGANS, CMANS or ICANS and at no point authorized to use a protected designation;
 - ii. they are able and willing to serve fairly, impartially and in the public interest;
 - iii. they are able to devote appropriate time and attention to the role of public representative;
 - iv. they are willing to contribute to the attainment of the purposes of CPA Nova Scotia; and
 - v. they are not an undischarged bankrupt under the Bankruptcy and Insolvency Act.

PUBLIC REPRESENTATIVE

INSTRUCTIONS TO INTERESTED CANDIDATES:

Application Form

If you are interested in applying to be a public representative on the CPA Nova Scotia Board, please complete and submit the Application Form contained in this package. The application must be received by 4:30pm, Friday, May 5, 2023.

Other Required Information

All applicants for the public representative position must provide:

- **Your biographical information**, in bullet form, describing your education and work history and other relevant experience relating to the CPA Nova Scotia board. You may attach a resume if you wish;
- **A Candidate Statement** outlining why you are interested in being part of the CPA Nova Scotia Board (maximum 200 words);
- **A Completed Skills Matrix**

Your submitted information may be subject to editing for grammar and length prior to distribution.

We encourage you to contact CPA Nova Scotia with your questions about the role of the Board. Please contact the CPA Nova Scotia Governance Committee through Clare Bilek by email cbilek@cpans.ca.

PUBLIC REPRESENTATIVE

APPLICATION FORM FOR A PUBLIC REPRESENTATIVE POSITION ON THE BOARD OF CPA NOVA SCOTIA

CANDIDATE INFORMATION

NAME:

ADDRESS:

EMAIL:

PHONE NUMBER:

RELEVANT EDUCATION, BACKGROUND & PROFESSIONAL EXPERIENCE (May attach Resume):

CANDIDATE STATEMENT OF INTEREST (MAX 200 WORDS, may attach separately)



PUBLIC REPRESENTATIVE

CPA NS Board of Directors- Public Representative Skills and Attributes Matrix

Please identify which of the skills and attributes you would bring to the CPA Nova Scotia Board and assign a number (1-3) which best represents your level of skill/expertise in the specified area with 1 representing minimally skilled or experienced, 2 representing some experience, and 3 representing highly skilled or experienced.

Risk Management	
Professional Regulation	
Board and Governance	
Legal	
Government/Government Relations	
Human Resources	
Academia	
Strategic Planning	
Policy Development	
Education and Training	
Information Technology/Data Science	
Cultural Competency/Equity Issues	
Other (Please specify)	

Please complete all the boxes that apply if you choose to identify as any of the following:

Ethnic/Cultural Diversity	
Indigenous	
Person with Disability	
Gender Diverse	
Visible Minority	
2SLGBTQI+	