

Public Member – Registration Committee

The Registration Committee (RC) is established under s. 33 of the *Chartered Professional Accountants Act* (CPA Act). The purpose of the RC is to:

- Establish registration procedures, policies and delegation of authority specific to the RC and ensure they are documented; and
- Make decisions on matters related to applications for registration or continuation of registration, brought forward by the Registrar pursuant to s. 34 through 36 of the CPA Act.

The RC:

- Complies with the Act, Regulations, Bylaws, Rules, Directives, Resolutions, LMA, LMR, FRPA, FRPR and the policies herein;
- Advises the Board of the Chartered Professional Accountants of Alberta (CPA Alberta) on relevant strategy, risk, and policy matters;
- Establishes and documents procedures, policies, forms, and relevant communications specific to the RC;
- Considers and makes decisions on applications for registration, including imposition of conditions or restrictions on a registration;
- Considers and makes decisions on registrant reinstatement requests following a registration cancellation as per Part 5 or 7 of the CPA Act;
- Considers and makes decisions upon exemption requests to the continuing education requirements in section 16(2) of the CPA Regulation; and
- Considers and makes decisions upon exemption requests from the continuing professional development reporting requirements in section 17(1) of the CPA Regulation.

Role of Public Members

Public members who serve on the committees of CPA Alberta are a key mechanism to ensure accountability in that they:

- Ensure that committee activities are conducted in a manner that protects the public; and
- Contribute an independent and objective perspective that is external to that of the members of CPA Alberta.

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The Terms of Reference for the RC provides that the committee include one person who is not a CPA or a former CPA to serve as a member of the RC (Public Member).

In fulfilling the responsibilities of preparing for, attending at, and participating in RC meetings, the Public Member will demonstrate the following competencies and skills:

- Professional, volunteer and/or non-profit experience that is relevant and valuable to the RC;
- An understanding of the role of a public member and how that role is unique within the context of a professional regulatory organization like CPA Alberta. Knowledge or experience related to regulatory processes is an asset;
- An appreciation and understanding of the responsibility and accountability that CPA Alberta has to govern their members to protect the public;
- Well-developed analytical, problem solving, and strategic and critical thinking skills;
- Communication and interpersonal skills with a common sense approach, sound judgment and reputation for demonstrating integrity, accountability, adaptability and excellence; and
- An appreciation of the need for confidentiality and sensitivity.

Term

Committee members are appointed by the CPA Alberta Board to serve for a term of three (3) years and may be reappointed up to a maximum of two (2) terms by the Board.

Time Commitment

The RC meets a minimum of six (6) times per year, and each meeting lasts approximately 3-5 hours. Outside these meetings, there is approximately half a day to a day of preparation time.

Meetings are held virtually, with one (1) meeting annually being held in Red Deer.

For further information on this volunteer position or to submit a resume, please contact Secretariat@cpaalberta.ca