



Memorandum

To: All ICABC Members
Subject: Participation in Volunteer Activities at the ICABC
Date: May 1, 2011

From: Richard Rees, FCA
Chief Executive Officer, ICABC

Have you ever considered volunteering with the ICABC?

Institute service benefits the entire membership, helping to sustain and improve our self-governing organization, and helping us meet the profession's present and future challenges.

We're seeking your participation in the ICABC's volunteer activities for the Council year starting July 1, 2011.

We know that many of you are the only CAs in your organizations. As such, you probably find it challenging to maintain a network with your fellow CAs. I encourage you to volunteer with the Institute, as it provides an excellent opportunity to "rub elbows" with committed colleagues and re-establish valuable connections. I would also like to encourage those of you who are early-career CAs to volunteer your services to ensure renewal on our various committees, advisory groups, and forums.

Even if you have previously indicated a desire to participate, the attached form must be submitted annually. So whether you want to express continued interest in services you're currently providing or want to indicate interest in new volunteer activities, please submit the attached volunteer form by **June 24, 2011**.

The volunteer form and the summary of volunteer opportunities are also available on our website at www.ica.bc.ca under Member Centre>Forms>Volunteer, and the volunteer form can be submitted online. Alternatively, you can download and print the online form or use the form on the back of this memo and submit it via fax to 604-681-1523 or by mail to the address at the top of the volunteer form. Again, please submit your form by **June 24, 2011**.

If you have questions regarding any of the volunteer activities or forms, please contact Sherie Kanouse at the Institute at kanouse@ica.bc.ca or 604-681-3264. Sherie will direct you to the appropriate activity coordinator.

Send in your form today and make a difference with your Institute!



VOLUNTEER FORM 2011/2012

Volunteer for ICABC Self-Regulatory/Peer Review Committees, Advisory Groups, and Forums. Refer to the "Summary of Volunteer Opportunities at the ICABC" insert for more information on each volunteer opportunity. You can find the online version of this form and the summaries at www.ica.bc.ca under Member Centre>Forms>Volunteer. **Complete and fax the form to 604-681-1523, or mail to the address shown above.** Please print clearly.

FIRST NAME	INITIAL	LAST NAME	CURRENT MEMBER NO.
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MY EMPLOYMENT INFORMATION			
FIRM/EMPLOYER NAME			JOB TITLE
APT / BOX / UNIT		STREET ADDRESS	
CITY	PROV.	POSTAL CODE	
TELEPHONE ()	FAX ()	OTHER/DIRECT FAX ()	MAIN EMAIL
<input type="checkbox"/> INDUSTRY <input type="checkbox"/> PUBLIC PRACTICE <input type="checkbox"/> GOVERNMENT <input type="checkbox"/> OTHER: _____			

MARK 1, 2, AND 3 TO INDICATE YOUR TOP 3 CHOICES

Self-Regulatory/Peer Review Committees
 These committees conduct the regulatory activities of the Institute on behalf of Council and the membership:

Bylaws Committee ___
Discipline Tribunal ___
Fee Resolution Committee ___
Membership Committee ___
Practice Review & Licensing Committee ___
PD Review Committee (Mandatory CPD) ___
Professional Conduct Enquiry Committee ___
Rulings Committee ___

Advisory Groups
 These groups provide input to Institute staff on programs:

PD Audit & Accounting Advisory Group ___
PD Taxation Program Advisory Group ___

Additional Opportunities
 Volunteer to provide the media with your commentary:

Media Interviews ___

Volunteer with the board of the Benevolent Fund (the board is appointed by Council):

Benevolent Fund ___

Help a fellow practitioner in your community:

Practitioners' Emergency Assistance ___

Forums
 Forums bring together members with common interests (tax, public practice, accounting standards, etc.) and areas of practice (industry, public practice, etc.) to discuss issues. Forums may advise Council on policy matters and interact with third parties, but they are only permitted to represent the Institute if Council approves of the position being taken.

CA Social Networking Group ___ Exposure Draft Forum ___ IFRS-Mining ___ Members In Industry Forum ___ Young CA Group ___	Government Organizations' Accounting & Auditing Forum ___ Small Firms ___ Sole Practitioners ___ Taxation Forum ___
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Summary of Volunteer Opportunities at the ICABC – 2011/2012

The hundreds of members who volunteer with the Institute each year make a huge difference in the CA profession. Many of these volunteers tell us that their involvement has been very rewarding on a personal level.

As a self-governing organization that has a significant impact on the professional lives of its members and students, the Institute has major responsibilities. Those volunteering to serve must be prepared to contribute to meeting these responsibilities with their time and expertise. In order to provide continuity, members should also be prepared to serve for at least two years in any given role. Therefore, before volunteering your services, please carefully consider your ability to attend meetings regularly and participate actively.

There are several ways to volunteer with the Institute: Join a committee with a specific regulatory function; serve on a Professional Development advisory group; and/or join a members' discussion forum. Generally, no more than one person from any firm, office, or company will be appointed to any one committee, advisory group, or forum. Council has also established the policy of limiting a member's service on any one committee to six years, although there are exceptions to this policy.

SELF-REGULATORY/PEER REVIEW COMMITTEES

Bylaws Committee

The purpose of the Bylaws Committee is to review—at the request of Council or on its own initiative—the *Accountants (Chartered) Act*, Bylaws, Bylaw Regulations, Rules of Professional Conduct, and Council Interpretations, and to recommend additions, deletions, and amendments to Council. The Committee also acts as a sounding board for issues brought to Council by the CICA's Rules Harmonization Committee.

Discipline Tribunal

The purpose of the Discipline Tribunal is to hear discipline matters after receiving statements of complaint from the Professional Conduct Enquiry Committee (PCEC). Panels of either three or five persons (one of whom is a non-CA public representative) hear each matter, then, by majority vote, make the decision to either dismiss or confirm the statement of complaint (wholly or in part). Since there are usually only two or three panels per year and approximately 70 Tribunal members, it's possible that some members may not be called on to serve.

Fee Resolution Committee

The purpose of the Fee Resolution Committee is to provide a voluntary process to achieve final and binding resolutions of disputes between CAs and their clients with respect to fees charged. The Committee does not meet regularly, and Committee members are called in only when a fee resolution request is made. Participation is open to members who are currently in public practice.

Membership Committee

The Membership Committee advises Council on appropriate standards for membership admission and continuation, and maintains approved standards for reinstatement and readmission. It also provides a resource to the Registrar, and decides on discretionary matters pertaining to member admission, continuation, reinstatement, and readmission. The Committee recommends to Council the suspensions and cancellations of members who fail to pay fees and penalties.

SELF-REGULATORY/PEER REVIEW COMMITTEES continued

Professional Development Review Committee (Mandatory CPD)

The Professional Development Review Committee advises Council on policy matters relating to Continuing Professional Development (CPD). It also monitors and ensures that members comply with the CPD Bylaws and Bylaw Regulations. In addition, the Committee reviews and makes decisions about discretionary matters pertaining to CPD exemptions in unusual or extenuating circumstances. The Committee meets five to six times per year, with each meeting lasting approximately two hours. A minimum commitment of three years is appreciated from volunteers.

Practice Review & Licensing Committee (PR&L)

The Institute's Practice Review & Licensing program is designed to promote and maintain the knowledge, skill, and proficiency of members in public practice; this includes helping to ensure compliance with the standards of the profession. The purpose of the PR&L Committee is to ensure that this program is thorough, fair, and credible. The Committee is also responsible for the licensing of new public practice offices and for approving offices for the training of CA students. The Committee meets five times per year, with each meeting typically lasting for four to six hours. The Committee is made up of approximately 15 members in public practice, as well as two public representatives. A minimum commitment of three years is appreciated from volunteers.

Professional Conduct Enquiry Committee (PCEC)

The PCEC's purpose is to investigate matters involving any alleged contravention of the *Act*, Bylaws, or Rules of Professional Conduct as may be brought to its attention, in accordance with the provisions of Part 7 of the Institute's Bylaws. The PCEC meets for one full day every two months. Significant reading and preparation is required before each meeting, and Committee members are generally involved with assigned investigations to a limited extent. Experienced members in public practice or industry are invited to volunteer with the PCEC. Usually, a term of six years is expected, since there is a learning curve.

Rulings Committee

The purpose of the Rulings Committee is to render fair, objective, and informed written rulings on members or students' proposed actions or proposed courses of conduct, in accordance with the requirements of Part 9 of the Institute's Bylaws. The majority of Committee members must be drawn from the PCEC. The Committee meets rarely; however, meetings occur on short notice, as they are held in response to ruling requests, which require a timely response.

ADVISORY GROUPS

Professional Development – PD Audit & Accounting Program Advisory Group and PD Taxation Program Advisory Group

These two advisory committees are responsible for the Institute's PD program in their respective topic areas. Committee members assist the PD director in curricula identification and course selection, as well as recommending course location, frequency, format, and individual course offerings. As well, members of the PD program committees perform quality reviews of PD offerings in their respective topic areas, and network with CAs to determine members' PD needs and satisfaction with the existing program.

FORUMS

Forums bring together members with common interests (tax, public practice, accounting standards, etc.) and areas of practice (industry, public practice, etc) to discuss issues. Forums may advise Council on policy matters and interact with third parties, but they are only permitted to represent the Institute if Council approves of the position being taken.

CA Social Networking Group

The CA Social Networking Group is a diverse group of members ranging from newly qualified to experienced CAs, working in industry, public practice, and other sectors. The Group's main objective is to organize events and networking opportunities to help members build and strengthen alliances within the CA profession. All CAs are welcome to join!

Exposure Draft Forum

The Exposure Draft Forum participates in the CICA's standard-setting process by reviewing and critiquing exposure drafts circulated by the Accounting Standards Board and the Auditing and Assurance Standards Board. Participation in the Forum provides members with the opportunity to keep abreast of, and provide input on, current accounting and assurance projects before they are formalized as standards. The Forum meets for a two-hour morning session periodically throughout the year. All members are welcome to participate!

Government Organizations' Accounting & Auditing Forum

The Government Organizations' Accounting & Auditing Forum provides an opportunity for liaison between various public sector organizations (including local governments, school districts, colleges, universities, health care organizations, responsible provincial ministries, the Office of the Comptroller General, and the Office of the Auditor General) on accounting, auditing, financial reporting, and related issues affecting those organizations. The Forum meets twice a year and is open to members working in the public sector and those in public practice who provide services to public sector organizations.

IFRS-Mining Sector Forum

The IFRS-Mining Sector Forum provides opportunities for members in the mining sector to share ideas for resolving IFRS implementation issues. The Forum was established to bring together members working in financial reporting roles in the mining sector to share experiences as they progress toward the conversion to IFRS. The intention is not to teach the new standards, but rather to provide a venue in which members can share experiences and learn from one another. The Forum meets for a two-hour morning session four or five times per year.

Members In Industry Forum

The Members in Industry Forum provides an opportunity for members to share ideas for resolving management issues, including financing and strategy. The Forum was established to bring together members working in senior management roles to share experiences as their companies grow and develop. The intention is not to teach new material, but rather to provide a venue in which members can share knowledge and learn from one another. The Forum meets for a two-hour morning session three times per year, and is open to members in industry who are responsible for executive decisions in areas such as financing, strategic planning, and risk management.

Sole Practitioners' Forum

The Sole Practitioners' Forum provides opportunities for sole practitioners to exchange information, share best practices, and strengthen professional alliances. A steering committee of Forum members sets the agenda in advance, and discussion topics vary at each meeting. The Forum meets for a two-hour session three times per year. We define a "sole practitioner" as a practice with a maximum of five employees (including admin support and technicians).

FORUMS continued

Small Firms' Forum

The Small Firms' Forum provides opportunities for members in small firms to exchange information, share best practices, and strengthen professional alliances. A steering committee of Forum members sets the agenda in advance and discussion topics vary at each meeting. The Forum meets for a two-hour morning session three times per year. We define a "small firm" as a practice with a minimum of five employees (including admin support and technicians) and a maximum of ten designated professional employees.

Taxation Forum

The Taxation Forum gives members the opportunity to liaise with the federal and provincial governments to: 1) promote the efficient administration of tax laws; 2) support activities to promote public recognition of CAs' tax expertise; and 3) provide support to the Institute where technical tax expertise is required. The Forum holds liaison meetings two or three times per year. Participation is open to members in industry or public practice who specialize in taxation.

Young CA Group

The Young CA Group acts as a sounding board for recently designated CAs. This dynamic group develops initiatives designed to help CAs communicate and network with each other throughout the province, and help CAs manage their careers as they discover the potential of their professional designation. All CAs designated less than 10 years are welcome to participate.

ADDITIONAL VOLUNTEER OPPORTUNITIES

Benevolent Fund

The Benevolent Fund was created in 1935 to provide general assistance to members who are suffering unusual financial hardships. The Fund is administered by a board of at least six volunteer trustees who are appointed by Council. On average, the board meets one or two times per year.

Media Interviews

CAs are frequently called on by the media to provide commentary on government finance and personal and business tax issues, and to provide small business advice. Once you've volunteered, your name will be placed in the Institute's media directory, and the Institute might refer to you when a reporter calls the Institute offices looking for a CA contact. After submitting the general volunteer form, you will receive a more detailed form that asks for information about your area(s) of interest/expertise.

Practitioners' Emergency Assistance – *for members licensed for public practice only.*

On occasion, the Institute is asked by sole practitioners and/or their families to provide emergency assistance in cases of sudden death or disability. Once you've volunteered, your name will be placed in a database so that the Institute's Advisory Services department can contact you to assist a practitioner and/or their family in your community. **You are not expected to take over the practice**, but to use your contacts in the local CA community to allocate the outstanding workload to ensure that client interests are maintained during the transition period. If necessary, you will assist the family and work with the Advisory Services department in disposing of or winding up the practice. Chargeable time on client files can be recovered through arrangements with the practitioner and/or their family.