

### Bylaws and Rules Committee - Member

#### **CPA Alberta's Bylaws and Rules Committee**

Section 19(k) of the Chartered Professional Accountants Act (Alberta) (the "Act") provides the Board of the Chartered Professional Accountants of Alberta ("CPA Alberta") with the ability to establish committees and task forces. One of those committees is the Bylaws and Rules Committee (the "Committee").

The purpose of the Committee is to assist and support CPA Alberta's Board in relation to: i) commentary in relation to Exposure Drafts issued by national and international organizations; ii) evaluating proposed changes to CPA Alberta's Rules of Professional Conduct; and iii) CPA Alberta's Bylaws.

To fulfil its purposes the responsibilities of the Committee are as follows:

- review recommendations and exposure drafts coming to CPA Alberta from national committees including but not limited to the Independence Standing Committee, Uniform Rules Standing Committee and Continuing Professional Development Committee and provide a response on behalf of the Board in respect of those recommendations and exposure drafts.
- recommend to the Board potential changes to the Rules of Professional Conduct or the Guidance to the Rules of Professional Conduct that should be forwarded to the appropriate national committees for consideration.
- consider and recommend to the Board changes to CPA Alberta's Bylaws.
- when called upon, provide CPA Alberta committees and departments with advice, support and direction with respect to the Rules of Professional Conduct.
- related to all of the foregoing, advise the Board on relevant strategy, risk and policy matters.

#### **Committee Member Duties and Responsibilities**

Committee members shall:

- ensure their membership with CPA Alberta is in good standing;
- review and familiarize themselves with all applicable governing documents, professional standards or other legislation;
- with the assistance of CPA Alberta staff, be aware of recommendations and exposure drafts relevant to CPA Alberta from organizations such as the Independence Task Force and the Uniform Rules Standing Committee;
- recommend the appropriate response to the Board in respect of those recommendations and exposure drafts;
- prepare for, attend and participate in Committee meetings which includes working independently in advance of Committee meetings to meet internal Committees deadlines in respect of providing feedback and analysis in advance of Committee meetings;

- review and familiarize themselves with all applicable governing documents, professional standards or other legislation;
- be open-minded;
- participate frankly and openly in discussions and works cooperatively with other members in sharing ideas, concerns, knowledge, and expertise;
- deal with potentially conflicting and diverging views while maintaining decorum, professional and respectful interactions among all participants; and
- respect cultural diversity.

### **Competencies and Skills**

- Well-developed analytical and critical thinking skills;
- Ability to work independently;
- Tact and judgment;
- An appreciation and understanding of the responsibility and accountability that CPA Alberta has to govern their members and to protect the public;
- Analytical skills to resolve matters involving a variety of interests;
- Communication and interpersonal skills that demonstrate integrity, accountability, tact, and adaptability; and
- Ability to formulate reasoned positions and communicate them orally and in writing.

### **Committee Meetings**

Committee meetings are conducted virtually or in-person. In-person hearings are primarily conducted in either Calgary or Edmonton.

### **Time Commitment/Expectations**

Participation in meetings as required. Typically participate in four meetings per year. Meetings typically range in half days in length.

Time to fulsomely review materials and otherwise prepare in advance of meetings.

Being responsive on a timely basis in respect of availability for meetings.

### **Qualifications**

- Active member of CPA Alberta in good standing ordinarily resident in Alberta.
- Experience which demonstrates an understanding of the profession and the practice of the profession including well-developed analytical and strategic and critical thinking skills.

***For information on this position or to submit a resume, please contact [jhunder@cpaalberta.ca](mailto:jhunder@cpaalberta.ca).***