

Complaints Inquiry Committee - Member

CPA Alberta's Complaints Inquiry Committee

The Chartered Professional Accountants of Alberta (CPA Alberta) is the professional regulatory body for the CPA profession in Alberta. Under the *Chartered Professional Accountants Act* (the *CPA Act*), the purpose of CPA Alberta is to protect the public, protect the integrity of the accounting profession regulated under the *CPA Act*, promote and increase the competence of registrants, and regulate the conduct of registrants.

Part 8 of the *CPA Act* prescribes the establishment of a Complaints Inquiry Committee (Committee). Section 80 of the *CPA Act* sets out the duties of the Committee. Specifically, the Committee is a statutory decision maker who, following the receipt of an investigator's report, determines whether to refer allegations of unprofessional conduct to the Discipline Tribunal Roster Chair for a hearing, or to dismiss the matter. Additionally, the investigated party may attempt to settle allegations of unprofessional conduct by way of a sanction agreement, rather than proceed to a discipline hearing. Committee members will sit on a panel that determines whether to recommend approval of a proposed settlement (Panel). If a Panel makes such a recommendation, then the remainder of Committee members vote on whether to approve or reject the proposed settlement.

Committee Member Duties and Responsibilities:

- Review and be familiar with the Committee's responsibilities under Part 5 and Part 8 of the *CPA Act* and the Committee's Terms of Reference;
- Review and be familiar with authoritative sources of the Committee's work including the *CPA Act*, its regulations as well as CPA Alberta's Bylaws, Directives, Resolutions and Rules of Professional Conduct;
- Participate frankly and openly in discussions and work cooperatively with other Committee members in sharing ideas, concerns, knowledge and expertise;
- Deal with conflicting and diverging points of view while maintaining decorum, process, as well as professional and respectful interactions;
- Prepare for, attend, and participate in Committee and Panel meetings;
- Carry out the duties and responsibilities of a Committee member in a way that is objective and free from bias and conflicts of interest.

Competencies and Skills:

- An appreciation and understanding of the responsibility and accountability that CPA Alberta has to govern its members to protect the public;
- Well-developed analytical, problem solving, investigative and strategic and critical thinking skills;
- Good organizational skills;
- Communication and interpersonal skills that demonstrate integrity, accountability and tact;
- Ability to formulate reasoned decisions and communicate them;
- An appreciation of the need for confidentiality and sensitivity.

Location:

Alberta, with in-person meetings in Calgary and Edmonton.

Time Commitment/Expectations:

One eight-hour meeting day four times per year, with an additional minimum preparation time of 10 hours for each eight-hour meeting day.

Occasional Panel meetings conducted on an *ad hoc* basis throughout the year.

A minimum three-year term.

Qualifications

- Active member of CPA Alberta in good standing ordinarily resident in Alberta.
- Consequential experience in the designated accounting profession which demonstrates an understanding of the profession and the practice of the profession, well-developed analytical, problem solving, investigative, and strategic and critical thinking skills.
- Prior experience on statutory committees, with governance procedures, or with regulatory processes an asset.

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