

# CPB Canada

## Bookkeeping Excellence Awards

### 2020 Professional Leader of the Year Award

#### Criteria

*Please submit your completed nomination by August 14, 2020*

Thank you for taking the time to nominate a deserving Certified Professional Bookkeeper (CPB) for the **2020 Professional Leader of the Year Award**. Your nomination may be supplemented with additional information, gathered by research from the CPB Canada team, and/or further information provided by the Nominee. The Selection Committee will need to select the award winner.

#### **THE AWARD**

The CPB Canada Professional Leader of the Year Award was created to recognize a Certified Professional Bookkeeper (CPB) who has proven to uphold the standards and ideals of CPB Canada, has experienced significant success in the past year and has made outstanding contributions to CPB Canada, their community and their clientele.

#### **ELIGIBILITY CRITERIA**

The Nominee must:

- a. Demonstrate that she or he upholds the standards and ideals of CPB Canada as identified in our [Mission, Vision](#), and [Code of Ethics and Professional Conduct](#); and
- b. Demonstrate that s/he has achieved significant success in the past year and has made an outstanding contribution to his or her employer and/or customers; and
- c. Be an engaged and active member of CPB Canada; and
- d. Demonstrate that s/he has contributed to their community through volunteer services (i.e. civic, political, charitable, professional, business or industry association); and
- e. Be a bookkeeper with their CPB in good standing, with no ethics complaints proven to have merit, and must be current with their [Continuing Education Credit requirements](#).

#### **WHO CAN BE NOMINATED?**

- a. A bookkeeper with their CPB in good standing, with no ethics complaints proven to have merit, and must be current with their Continuing Education Credit requirements.
- b. Current members of the CPB Canada Board of Directors and CPB Canada employees are **NOT** eligible to be nominated for this award.

- c. Previous Nominees **ARE ELIGIBLE** to be nominated for this award.
- d. Previous winners **ARE NOT ELIGIBLE** to be nominated for this award again for a period of three years after winning their award (eg. if a winner in 2017, they cannot be nominated again until 2021).

### **WHO CAN NOMINATE?**

- a. Any CPB Canada member, an employer, an employee, or customer/client of an CPB Canada Certified Professional Bookkeeper (CPB).
- b. Entities/companies that supply technology to the accounting/bookkeeping community, and their representatives, are not permitted to submit nominations.
- c. Self-nominations will be accepted, with supporting documentation.

### **PROCESS**

- a. All nominations and supporting documentation must be received by CPB Canada no later than midnight Eastern Time on August 14, 2020. The date and time recorded on the form submission will be used as the date and time received, and late entries will not be accepted.
- b. The nomination is to be submitted to CPB Canada via the Google Form:  
<https://forms.gle/MMAXXHb19vBLuZv8A>
- c. This application must be completed in its entirety or the nomination will be eliminated from consideration.
- d. CPB Canada will acknowledge receipt of each nomination and additional supporting information.
- e. CPB Canada accepts no responsibility for any nomination or supporting information which is sent but not received. If you do not receive an acknowledgment e-mail within 72 hours, please e-mail us at [awards@cpbcan.ca](mailto:awards@cpbcan.ca)
- f. The Selection Committee's decision will be final, and no correspondence will be entered into regarding the nomination.

### **SELECTION COMMITTEE**

CPB Canada will form a Selection Committee to choose the recipient of the CPB Canada Professional Leader of the Year Award. The committee will consist of three CPB Canada members who are CPBs in good standing, who are not members of the current Board of Directors, Staff or the CPB Canada Awards Committee.

### **ANNOUNCEMENT OF THE AWARD**

The recipient of the CPB Canada Professional Leader of the Year Award will be announced at the IGNITE Conference.

### **MAXIMUM NUMBER OF WINNERS IN ANY ONE YEAR**

No more than one (1) CPB Canada Professional Leader of the Year Award will be awarded in any one year.

## **SUPPORTING DOCUMENTATION/MATERIALS (FOR SELF NOMINATIONS)**

### **Letters**

Self-nominations must include 2-3 letters of support from organizations or individuals that know or have worked with the Nominee. A maximum of two of these letters of support can be from clients of the Nominee. Ideally, these letters would include the following:

- a. A brief description of the person/organization supporting the nomination, their work/company, and their role in the community.
- b. The details of the Nominee's involvement with the person/organization supporting the nomination, including:
  - the role of the Nominee
  - support indicating how the nominee has met the criteria.

Entities/companies that supply technology to the accounting/bookkeeping community, and their representatives, are not permitted to submit letters of support.

### **Photos**

The Nominee must include one high-resolution image (head shot) with the Nominee questionnaire.

*If you have any questions concerning this process, please contact [awards@cpbcan.ca](mailto:awards@cpbcan.ca)*