
Bookkeeping Excellence Awards - Emerging Leader of the Year Award

THE AWARD

Thank you for nominating a deserving CPB Canada member for the **Emerging Leader of the Year Award**. This award recognizes a bookkeeper with two (2) years of experience or less that has demonstrated growth and success in bookkeeping by upholding the standards and ideals of CPB Canada while making outstanding contributions to their community and their clientele.

ELIGIBILITY CRITERIA

The Nominee will have:

- a. Demonstrated that they uphold the standards and ideals of CPB Canada as identified in our [Mission, Vision](#), and [Code of Ethics and Professional Conduct](#).
- b. Demonstrated significant professional growth and success in the past year and has made an outstanding contribution to their employer and customers.
- c. Been an engaged and active member of CPB Canada.
- d. Demonstrated a commitment to, and the promotion of, excellence within the bookkeeping industry and with CPB Canada.
- e. Demonstrated a contribution to their community through volunteer services (i.e., civic, political, charitable, professional, business or industry association).
- f. Be a bookkeeper with their CPB Canada membership in good standing, with two (2) years of experience or less, with no ethics complaints of merit, and is current with Continuing Professional Development requirements.
- g. Current members of the CPB Canada Board of Directors and CPB Canada employees are not eligible to be nominated for this award.
- h. A Non-Certified Member bookkeeper with their membership in good standing, with no ethics complaints of merit, and if applicable, must be current with their Continuing Professional Development requirements.

WHO CAN NOMINATE?

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

PROCESS

- a. All nominations and supporting documentation must be received by CPB Canada ahead of any prescribed deadline. The date and time of nominations are recorded, and late entries will not be accepted.
- b. The nomination will be submitted to CPB Canada via the prescribed channels for that given year.
- c. All nominations must be completed entirely, or the nomination will be eliminated from consideration.
- d. CPB Canada will provide an acknowledged receipt for each nomination submitted.
- e. The Review Panel's decision will be final.

REVIEW PANEL

CPB Canada will form a Review Panel annually to choose the Emerging Leader of the Year Award recipient. They will consist of at least three CPB Canada members who are CPBs in good standing and not members of the current Board of Directors.

ANNOUNCEMENT OF THE AWARD

The recipient of the CPB Canada Emerging 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) Emerging Leader of the Year Award will be awarded in any given year.

SUPPORTING DOCUMENTATION/MATERIALS

LETTERS

Self-nominations should include two (2) letters of support from organizations or individuals that know or have worked with the Nominee. 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
 - how the Nominee has met the criteria.

PHOTOS

The Nominee must include one high-resolution image (headshot) with the Nominee questionnaire. This is not necessary if you wish to keep your nomination discreet or a secret.