



Policy on Continuing Professional Development Units for Volunteer Work

Intent

CPB Canada recognizes the importance and value of volunteers as well as their time and input into helping the Association grow and thrive. To recognize the knowledge and learning gained through volunteerism, Continuing Professional Development units may be earned for these activities. This policy defines the number of units that can be earned for such activity and the circumstances under which they can be earned.

Questions related to this policy and its guidelines may be directed to CPB Canada via email at info@cpbcan.ca and your query will be responded to or redirected as appropriate for response.

Policy

CPB Canada members can claim a maximum of four (4) Continuing Professional Development (CPD) units within their maintenance period for volunteerism. A maximum of two (2) of these units can come from volunteerism outside of CPB Canada.

CPB Canada Volunteer Positions

One (1) CPD unit will be given within a maintenance period for serving in any one of the following positions within CPB Canada. These CPD units count under the Bookkeeping Skills & Business Development category.

- Board member
- Regional Network Chair
- Committee / Subcommittee member
- Task Force member

However, should a member serve in more than one position, they will be entitled to one (1) unit for each position to a maximum of four (4) units per year.

CPD units will be awarded once a year following the Annual General Meeting as follows.

1. Board member has served a minimum of one full year in their position
2. Regional Network Chair has served one full year based on the anniversary date of taking on the position
3. Committee/Sub-committee member has served one full year
4. Task Force member has served one full year or duration of the task force

Volunteerism with Organizations Outside of CPB Canada

A maximum of two (2) CPD units per maintenance period can be claimed for verifiable volunteerism in any organization outside of CPB Canada. These units must be applied to the Personal Development category of units.

Volunteer time must be verified by:

1. A letter on letterhead, signed by someone in a position of authority within the organization, stating hours worked and duties performed
2. An award given from the organization in recognition of their contribution (image of award, copy of certificate or letter received acknowledging award), or
3. Proof of position held within organization (e.g. a copy of a public listing of directors of a board).



Appendix A - History of Decisions

Date	Action
August 8, 2019	Recommended to the board of directors
August 19, 2019	Approved by the board of directors
August 11, 2020	ACC Review Task Force completed
August 26, 2020	ACC Review completed
September 1, 2020	Electronically approved by ACC for recommendation to the board
September 8, 2020	Approved by the Governance Committee for recommendation to the board
September 9, 2020	Approved by the board of directors for immediate effect