

2023-2024 NOMINATION

CPA Manitoba Distinguished Service Award
Nominations must be received by November 30, 2023



Introduction to the CPA Manitoba Distinguished Service Award

The CPA Manitoba Distinguished Service Award is bestowed to those who have made outstanding contributions to community service or to volunteer organizations, served the CPA profession in a distinguished fashion, or contributed to the development of young CPAs through mentorship excellence.

Recipients will be announced in late February or early March and will be recognized at CPA Manitoba's Member Recognition Gala.

Nomination Process and Instructions

Nominations can be completed using our template form or by submitting an audio or audio/video nomination that addresses all sections of the form in the same order listed. The nomination must be signed or approved verbally by the nominator.

Nominators are responsible for ensuring that the nomination form is complete and that the information submitted is accurate and sufficient to allow the Member Recognition Program Committee to fairly evaluate the nomination. Where additional space is required, please attach a separate sheet.

The nomination form should include the nature and extent of the nominee's involvement with various organizations including time commitment, years of involvement, roles and responsibilities, accomplishments and whether the nominee was paid.

The nomination form should elaborate on any organizations referred to that may not be readily recognizable with a short description of mandate and size. Additional supporting information such as media releases, published articles, etc. may be submitted for consideration.

Nominations often originate from the organizations in which members volunteer. As a result, nominations typically only address volunteer activities nominees have performed in a single organization. Nominators are encouraged to find out as much as possible about their nominee's other volunteer activities to ensure that the nomination is complete.

CPA Manitoba will assist, to the extent possible, by amending the nomination form to provide details of volunteer activity within the profession.

Criteria for the CPA Manitoba Distinguished Service Award

The nominee:

1. Is a member in good standing (if applicable).
2. Has made significant contributions to the community or the profession in one of the following ways:
 - Is a member who demonstrates outstanding contributions to community service or volunteer organizations.
Outstanding service can constitute extensive one-time or long-term service and excellence in leadership positions in community or volunteer organizations.
 - Is a member who has contributed to the development of young CPAs through mentorship excellence.
Excellence in mentorship can constitute long-term service in a mentor role and/or development and implementation of mentorship resources and programs for students, candidates and CPAs.
 - Is a member, student, candidate or supporter who has served CPA Manitoba in a distinguished fashion.

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Please note that CPA Manitoba Board Members and CPA Manitoba Member Recognition Program Committee Members are not eligible to receive this recognition during their term.

Selection Process

The Member Recognition Program Committee reviews the submissions and recommends nominees to the Board. Nominators will be notified of the status of their nomination once the award recipients have been notified by CPA Manitoba.

Nomination forms for nominees not selected may be brought to the Committee the following year for consideration and CPA Manitoba may request additional information from the nominator.

Completing the Form

1. Enter the appropriate data in each text box or field. Where additional space is required, please attach a separate sheet.
2. Additional supporting information such as media releases, published articles, etc. may be submitted for consideration.
3. Up to three letters of support can be enclosed with the nomination file.

Transmission Method

Completed nomination forms should be submitted by email to:

Sarah Lipinski
Events Officer
CPA Manitoba
Email: slipinski@cpamb.ca
Phone: 431 478.0923

Nominee Information

Last Name: _____ First Name: _____
Phone: _____ Email: _____
Year Admitted to Membership: _____

Nominator Information

Name: _____ Relationship to Nominee: _____
Organization: _____ Position: _____
Phone: _____ Email: _____
Signature: _____ Date: _____

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Contributions to Community Service or Volunteer Organizations

Under this heading, describe the nominee's involvement with community service or volunteer organizations, beginning with the most recent involvement.

Organization	Position	Years: From _____ To _____	Paid (Yes / No)
1.			<input type="checkbox"/> <input type="checkbox"/>
2.			<input type="checkbox"/> <input type="checkbox"/>
3.			<input type="checkbox"/> <input type="checkbox"/>
4.			<input type="checkbox"/> <input type="checkbox"/>
5.			<input type="checkbox"/> <input type="checkbox"/>

Identify major contributions during involvement with these organizations

Under this heading, describe how the nominee has made a unique or remarkable contribution, and highlight the way these contributions earned the nominee distinction.

Major Contributions <i>(Please match the numbers to those above)</i>
1.
2.
3.
4.
5.

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Contributions to the Development of Young CPAs Through Mentorship Excellence

Under this heading, describe the nominee's mentorship history, including roles and length of service, beginning with the most recent involvement.

Mentorship	Role	Years: From _____ To _____
1.		
2.		
3.		
4.		
5.		

Identify major contributions during involvement in mentorship

Under this heading, describe how the nominee has made a unique or remarkable contribution, and highlight the way these contributions earned the nominee distinction.

Major Contributions <i>(Please match the numbers to those above)</i>
1.
2.
3.
4.
5.

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Contributions to CPA Manitoba and the Profession

Under this heading, describe the nominee's volunteer involvement with CPA Manitoba and/or the profession, beginning with the most recent involvement.

Organization	Position	Years: From _____ To _____	Paid (Yes / No)
1.			<input type="checkbox"/> <input type="checkbox"/>
2.			<input type="checkbox"/> <input type="checkbox"/>
3.			<input type="checkbox"/> <input type="checkbox"/>
4.			<input type="checkbox"/> <input type="checkbox"/>
5.			<input type="checkbox"/> <input type="checkbox"/>

Identify major contributions during involvement in the affairs of the profession

Under this heading, describe how the nominee has made a unique or remarkable contribution, and highlight the way these contributions earned the nominee distinction.

Major Contributions <i>(Please match the numbers to those above)</i>
1.
2.
3.
4.
5.

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Explain why you feel this individual is deserving of the CPA Manitoba Distinguished Service Award.

Additional supporting information such as media releases, published articles, etc. may be submitted for consideration.

Letters of Support (Enclosed)

This section should identify the source of the letters of support attesting to the nominee's achievements. These letters should adequately highlight how the nominee has contributed to community service or to volunteer organizations, served the CPA profession in a distinguished fashion, or contributed to the development of young CPAs through mentorship excellence.

Name	Position	Employer
1.		
2.		
3.		

Please enclose the letters with the nomination file. A maximum of three letters may be submitted.