

2023-2024 NOMINATION



CPA Manitoba Early Achievement Award
Nominations must be received by November 30, 2023

Introduction to the CPA Manitoba Early Achievement Award

The CPA Manitoba Early Achievement Award is bestowed to members who demonstrate career achievement and an ongoing commitment to excellence in their professional, community or other volunteer involvement within the first ten years of membership.

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 a nominator who is a member.

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.

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 Early Achievement Award

The nominee:

1. Is a member in good standing.
2. Became a member within the last ten years.
3. Demonstrates ongoing career achievement and a commitment to excellence in their professional, community or other volunteer involvement.

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 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.

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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: _____ Signature: _____

Date: _____

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Professional Career

Under this heading, describe the nominee's career path, beginning with the current position.

Employer	Position	Years: From_____ To_____
1.		
2.		
3.		
4.		

Identify roles and responsibilities and major achievements in professional career

Under this heading, describe the roles and responsibilities and major achievements of the nominee. List all achievements, innovations and leadership that is unique or demonstrates excellence.

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

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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 CPA Manitoba and the Profession

Under this heading, describe the nominee's volunteer involvement with CPA Manitoba and/or the profession from a local, provincial, regional or national level, 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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Service and Achievement

Describe the nominee's activities researching, teaching, writing or speaking about professional matters. Provide details such as subject matter, nature of publication, audience, forums, time commitment, etc.

Explain why you feel this individual is deserving of the CPA Manitoba Early Achievement Award.

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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 demonstrated career achievement and an ongoing commitment to excellence in their professional, community or other volunteer involvement within the first ten years of membership.

Name	Position	Employer
1.		
2.		
3.		

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