

# 2018-2019 NOMINATION

## CPA Manitoba Early Achievement Award

Nomination must be received by November 30, 2018



**CPA**

CHARTERED  
PROFESSIONAL  
ACCOUNTANTS  
MANITOBA

### 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 his/her 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 event in May.

### Nominee Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Year Admitted to Membership: \_\_\_\_\_

### Nomination Process and Instructions

Nominations must be completed using this form and be signed by a nominator who is a member. The name of the nominator will not be shared with the Member Recognition Program Committee or the Board.

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 compensated.

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.

To ensure that the focus is on the nominee's accomplishments, testimonial/endorsement letters are not allowed. Nominations should be kept confidential.

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

### Nominator Information

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### 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.

### Selection Process

The Member Recognition Program Committee reviews submissions and recommends nominees to the Board. Nominators will not be informed regarding the success of their nominee. Award recipients are notified by the CPA Manitoba Board President and CEO.

Nomination forms for those candidates not selected may be brought to the Committee the following year for consideration. If the nomination is carried forward, the nominator will receive notification from CPA Manitoba.

### 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.

### Transmission Methods

Completed nomination forms should be submitted by email to:

Sarah Lipinski  
Coordinator, Member Services  
CPA Manitoba  
Email: [slipinski@cpamb.ca](mailto:slipinski@cpamb.ca)

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### Nomination Form

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Year Admitted to Membership: \_\_\_\_\_

### Career Achievements

Describe the candidate's career path including positions/titles held and roles and responsibilities. List all achievements, innovations and leadership that is unique or demonstrates excellence.

### Volunteer Contributions (Community)

Describe the candidate's involvement with volunteer organizations. Indicate the dates or duration of the involvement and the capacity in which the candidate was involved including roles and responsibilities.

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### **Volunteer contributions (Professional)**

Describe the candidate's involvement within the CPA (or legacy designation) profession (national, regional, provincial and/or local). Indicate the dates or duration of the involvement and the capacity in which the candidate was involved.

### **Service and Achievement**

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

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