



January 22, 2019

**Organization:** Chartered Professional Accountants of Canada (CPA Canada)  
**Position Title:** Vice-Chair, Board of Directors, CPA Canada



## THE ORGANIZATION

CPA Canada is one of the largest national accounting organizations in the world, representing more than 210,000 members. Domestically, CPA Canada works cooperatively with the provincial and territorial CPA bodies who are charged with regulating the profession. Globally, it works together with the International Federation of Accountants and the Global Accounting Alliance to build a stronger accounting profession worldwide. CPA Canada, created through the unification of three legacy accounting designations, is helping to steer the future of the profession. CPAs are valued for their financial and tax expertise, strategic thinking, business insight, management skills and leadership. CPA Canada a respected voice in the business, government, education and non-profit sectors and champions sustainable economic growth and social development. The unified organization is celebrating five years of serving the profession, advocating for the public interest and supporting the setting of accounting, auditing and assurance standards. CPA Canada also issues guidance and thought leadership on a variety of technical matters, publishes professional literature and develops education and professional certification programs that ensure Canadian CPAs are equipped to drive organizational success. CPA Canada employs over 400 people, with its head office in Toronto and other offices in Burnaby, Ottawa and Montréal. Its annual operating budget is approximately \$125 million.

### General Roles and Responsibilities

The Board of Directors (the “Board”) is responsible for the stewardship of the Professional Accounting body and ultimately accountable to the stakeholders and members for the management of the organization. It approves the organization’s strategic plans and monitors the organization’s performance and progress in meeting both its long and short-term goals. The Board also exemplifies the highest ethical standards and requires that such standards be observed at all levels of the organization.

### Profile

The Vice-Chair is an extension of the Chair role, which is to provide overall leadership to enhance the effectiveness of the Board.

### Appointment and Term

The Vice-Chair is appointed for a two-year term, with the expectation that he/she will succeed to the Chair role after a successful two-year term as Vice-Chair.

## Responsibilities

The Vice-Chair of the Board has the following responsibilities:

- ❖ Assists the Board Chair in all of his/her duties, where required and appropriate;
- ❖ Acts as a sounding board and second opinion for the Chair relative to various matters, including communications with Management;
- ❖ As the successor to the Board Chair position, a deep learning and understanding of the Board Chair's responsibilities is expected and required over the 2-year term. This includes building relationships amongst the provincial bodies;
- ❖ Expected to fill in for the Chair at events/meetings when a timing conflict arises;
- ❖ Attends on behalf of the Board a minimum of three provincial convocation events per annum with the goal of attending all convocation events over the 4-year period while assuming the roles of Vice Chair and Chair.
- ❖ Acts as the Chair of Nominating/Governance Committee and as a member of the HRCC, taking on all responsibilities as a member of those committees; additionally, acts in an observer capacity on the Audit Committee;
- ❖ Is in charge of the recruitment process of his/her successor to the Vice-Chair role;
- ❖ During periods when the Board Chair is absent and the normal functions of the Board Chair cannot be carried out, assumes the role of acting Board Chair until the latter resumes carrying out their normal duties or a new Board Chair has been elected and appointed by the Board.