



April 16, 2021

Sub: Nominations for the Managing Committee 2021-2024

Dear Chapter Member,

Serving on the Managing Committee is an excellent opportunity for you to enhance your strategic leadership skills while greatly expanding your professional network. Your finely tuned strategic capabilities will play an invaluable role in establishing our future objectives. Moreover, your unique experience and insights will make a major contribution in shaping our Chapter's future.

As a Managing Committee member, you will have a significant involvement in furthering Chapter's objectives. This will include attending managing committee meetings and other related Chapter duties as laid out in the attached Nomination information package. Managing Committee members will also be required to serve on Sub-Committees, which comes with its own set of responsibilities and accountabilities.

The election process will be overseen by an independent Election Committee headed by the Election Committee Chair.

The term of office for a Managing Committee member is for a period of **three years** starting from 2021 AGM to 2024 AGM.

If you would like to stand for nomination or know a member who would make a valuable contribution to the governance of the Chapter, I invite you to review the attached information including the Managing Committee Candidate Profile Form.

A complete Nomination Package must be received by the Election Committee Chair no later than **May 19, 2021** via email at electionicaitoronto@icaitoronto.com.

Sincerely,

Bhupender Gosain
Election Committee Chair



April 16, 2021

To: All Toronto Chapter Members

Notice for Nominations of Members to the Managing Committee 2021-2024

Under the Elections procedure of Toronto Chapter of the Institute of Chartered Accountants of India, Chapter members in good standing are able to directly nominate and elect members to the Managing Committee. As the three-year term of the current Managing Committee comes to a close, in accordance with the Elections procedure, nominations are now being sought for members on the Managing Committee.

Qualifications for Managing Committee Member

For Board elections, Members holding any position in the Toronto Chapter shall remain in good standing and meet the following criterion:

- Demonstrated involvement in organizational activities.
- A Member in good standing for at least two consecutive fiscal years immediately prior to standing for election as Board Member (i.e. from 2019-20 and 2020-21).
- Attended Chapter programs regularly (at least two in a year).
- Shows positive commitment and willingness to bring value to the Chapter.
- Have paid the fee for the fiscal year in which the elections are held (i.e. 2021-22).

No person shall be eligible for nomination, election or appointment to or service on the Managing Committee:

- Unless she or he is eighteen or more years of age;
- If she or he becomes bankrupt, or has been, or is declared insolvent;
- If she or he is or has been found to be mentally incompetent, or is, or becomes of unsound mind; and
- If she or he has been, or is convicted of any criminal offence.

Nomination Process

Nominations must be in writing and signed by two Chapter Members in good standing. For the purpose of nominating a candidate, "Members in good standing" for this election are members who have paid the membership fee of the Chapter for the fiscal year 2021-22 and remained compliant with the membership requirements of the Chapter as of May 19, 2021.

A member cannot nominate his/her own candidature as well as a member can only nominate one member to the Managing Committee.

The written consent of the nominee must be endorsed on the Managing Committee Candidate Profile form. The attached form must be used for nominations. A completed form must be received by the Election Committee no later than May 19, 2021 via email at electionicaitoronto@icaitoronto.com.

In case a nominee wishes to withdraw their nomination, they can do so in writing to the Elections Committee Chair, at least five (5) working days prior to the commencement of the AGM i.e. June 12, 2021 to enable the Elections Committee to compile the final list of candidates for the ballot paper to be issued at the AGM.



Term of Office

The term of office for a Managing Committee Member is three (3) years commencing at the conclusion of the Annual General Meeting at which he/she is elected and ending on Annual General Meeting to be held in 2024.

Nomination Form

In order to be considered as an eligible nominee for Managing Committee, you are required to submit a complete Managing Committee Candidate Profile Form to the Election Committee of the Toronto Chapter at electionicaitoronto@icaitoronto.com no later than May 19, 2021.

The highlights of the form are the following:

- Summary of your Toronto Chapter involvement (limiting your response to a maximum of three points);
- Summary of your other involvement professional or community (limiting your response to a maximum of two points); and
- Maximum 100-word response to each of the following questions:
 - What do you consider to be the top two strategic initiatives that you would like to focus on for the Toronto Chapter over the next three years?
 - How will your professional and non-professional experience help to focus on these strategic initiatives and enable you to make a valuable contribution as a member of the Managing Committee?

It is important that you ensure strict adherence to the above requirements by not exceeding the contents or leaving it incomplete. If your Managing Committee Candidate Profile Form does not comply with the above requirements, your nomination may be considered invalid and liable to be rejected. On review of the received nominations, the Election Committee may at their discretion, approach a candidate and seek any further clarifications, if necessary, and provide one business day notice by email to the candidate to amend/rectify the application and/or request any additional information to ensure compliance with the requirements of this notification.

Requested information should be forwarded to the Election Committee Chair no later than May 19, 2021, at the following email address: electionicaitoronto@icaitoronto.com.

Yours truly,

Bhupender Gosain
Election Committee Chair



Managing Committee Member Position Description

Mission

To uphold The Indian Chartered Accountancy Profession in North America as trustee of high quality, financial competency, managing business risks, corporate governance, assurance and audit competency and business competitiveness in fast changing business world.

Vision

Recognize the need for professional development in changing global and Canadian Economy/Business Environment for Indian Chartered Accountants and other accounting professionals. Achieve the vision by organizing professional development sessions for Indian Chartered Accountants and other professionals with focus on value based, changing business and organization structures, developments in Information Technology and Telecommunication, new global partnerships, collaborations, Government specific policies and competitive pressures from outsourced services.

Recognize opportunities for Indian Chartered Accountants in Canada in assurance needs, tax planning services, performance measurement and control services, business risk related services, change management services, strategy management and servicing global organizations. Achieve the vision by networking and mentoring for Indian Chartered Accountant new to Canada, professional development courses and interaction with professional accountants in Canada.

Recognize the environment of Canadian experience for Indian Chartered Accountants and other professionals new to Canada. Achieve the vision by networking, providing assistance to Indian Chartered Accountants new to Canada by suitable placements, job vacancy advertisement Boards to enable employers find competent Accountants, auditors, consultants and Business Managers.

Role and Principal Responsibility of the Managing Committee

- Establish and ensure successful implementation of the Chapter's purpose
- Provide for the governance and management of the Chapter's affairs
- Confirm the Chapter's identity and image within the CA fraternity in GTA and in Canada
- Represent the collective interest of all members of the Chapter

Purpose of the Position

Elected members of the Managing Committee are responsible to ensure that the Committee effectively fulfils its role and principal responsibility in governing the affairs of the Chapter.

Position Accountabilities

- Actively participate in establishing the Chapter's purpose, strategic objectives and success indicators
- Ensure effective implementation of the Chapter's strategic objectives
- Provide value added input in ensuring organizational and governance effectiveness
- Ensure that the collective interest of all members is effectively represented



Key Attributes and Success Factors for Position

Behavioral Skills and Abilities (Personal, Inter-Personal, Organizational)

- Ability to identify ethical issues and apply professional ethics and standards
- Ability to support and motivate people
- Being approachable, diplomatic and discrete
- Ability to set priorities
- Ability to be positive, tolerant, confident, decisive and innovative
- Ability to influence and negotiate solutions
- Ability to contribute to meetings for process and content
- Team player, put interest of the Chapter ahead of personal goals

Cognitive Skills and Abilities (Appreciative, Judgment, Analytic, Problem Solving)

- Ability to see the broad strategic perspective
- Ability to assess whether other benefits may be gained from a decision
- Ability to know what should trigger an alert
- Ability to quickly conceptualize issues
- Ability to sense what information is important
- Ability to recognize what is important and what is possible
- Creative problem-solving skills

Experience Profile

Chapter Background

- An understanding of the governance and management process of the Chapter

Contribution Potential

- Capable of enhancing the credibility and eminence of the Chapter
- Potential for advanced involvement in the Chapter

Key Activities, Duties and Responsibilities

In aggregate, approximately a commitment of 250 hours would be required annually as follows:

- Attend all monthly meetings (twelve [12] meetings of 3-hour duration each) of the Managing Committee and volunteer for taking minutes of the meetings on a rotational basis
- Attend professional development and training sessions (approximately six [6] in a year) organized by the Chapter
- Attend the Annual General Meeting (generally in June, 4-hour duration)
- Attend Annual Event organized by the Chapter as well as assist in various tasks involved in the process of hosting the event
- Attend Social Events organized by the Chapter (staggered through the year, approximately three [3] in a year) as well as assist in various tasks involved in the process of hosting these events
- Carry out individual assignments as requested by the Chair of the Committee including administrative tasks required for the functioning of the Chapter
- Review all relevant material prior to a Managing Committee meeting, and be prepared to discuss and voice objective opinions concerning Committee issues
- Managing Committee members will also be required to serve on Sub-Committees, which comes with its own set of responsibilities and accountabilities.



- The Office bearers (Chairman, Vice-Chairman, Treasurer and Secretary) will have additional responsibilities with respect to the day to day functioning of the Chapter, attending to member requests, managing communications and other related administrative tasks.

Sub-Committees of the Managing Committee

- Professional Development Committee
- CPA Helpline Committee
- Mentoring Committee
- Membership Committee
- Sponsorship Committee
- Media & Communications Committee

Benefits of Position

Provides the member with opportunities to:

- Contribute to the achievement of the Chapter's mission
- Network with other members
- Grow as a professional
- Develop communication, leadership and political skills
- Develop and utilize strategic planning skills
- Influence the strategic direction of the Chapter

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