Interested in Serving?

Each year, the Institute seeks members to serve on various committees, task forces, and focus groups, which take an active role in the successful operation of the Institute.

Other than Committees of Council (comprised of Council members), there are three types of volunteer involvement, which you are encouraged to consider. The time commitment is generally not too great, and meetings are set with consideration of the volunteers’ time commitments. Out-of-pocket costs for participation will be reimbursed according to ICANS’ Expense Reimbursements policy.

There are four different types of committees formed each year:

1. **Committees of Council**
   Sub-committees of Council. The committees exist to assist Council in conducting its duties in an effective manner.

2. **Statutory Committees**
   Committees established in accordance with the Institute Act and By-laws to safeguard the rights of the membership and the public interest. These committees include: Membership, Professional Conduct (Complaints and Conduct), Professional Development, Professional Standards Review, Nominating, and Honors.

3. **Task Forces**
   Task forces formed by Council to deal with specific tasks and projects. Task Forces are distinguished from committees by: (i) their specific focus and objective; (ii) their limited term of existence, and (iii) specific composition based on the assigned task.

4. **Operating Committees/ Task Forces/Focus Groups**
   Committees established with the approval of Council to assist the Institute in its operations. The primary responsibilities of the committees are to advise and to work with Institute staff in implementing the strategic plans, goals, and policies of the Institute and to provide a forum for members to share information.

Brief summaries of the existing committees, which are comprised of volunteers, are provided on the reverse.

*If you would like to be considered for serving on an Institute committee, please complete the bottom of this form and fax to (902) 423-4505 or mail it to the Institute by July 10, 2015. If you wish to e-mail your preferences, please send to Carolyn Gaskin at cgaskin@icans.ns.ca. While every effort will be made to accommodate your request, it is possible that some committees will be filled. Thank you for your interest!*

I would be interested in serving this year on (indicate preference 1=highest interest):

1. **Committees:**
   - Professional Development
   - Recruitment
   - Conduct
   - Regional Advisory (activated as needed)
   - Golf Day
   - Membership
   - Professional Standards Review
   - Practitioner’s

2. **Task Forces** (Indicate general topics of interest):
   Dealing with ________________________________

3. **Focus groups** (Indicate general topics of interest):
   Dealing with ________________________________

Name ____________________________ Organization ____________________________

Telephone __________________ Fax __________________ Email __________________

As a self-regulating professional body, ICANS has strict policies regarding the right to privacy and the confidentiality of all information collected and maintained. A copy of its Policy Statement is readily available on its website www.icans.ns.ca or upon request.
Committee Descriptions

Professional Development
This committee oversees the mandatory PD By-laws and determines the policy matters related thereto. Its primary purpose is to review and deal with members’ compliance with the PD By-law requirements and consider waivers and exemptions, as appropriate.

Regional Advisory
A committee consisting of one or two representatives from each region who are available to share ideas on regional programs and activities, as needed, and assist staff in planning functions outside the Halifax region as required.

Recruitment
Members of this committee participate in promoting the profession to high school and university students, accounting faculty and high school guidance counsellors.

Golf Day
What more can we say – a good time is always had by all including committee members!

Conduct
A Complaints Committee and a Conduct Committee, each consisting of at least 15 members, are appointed to perform various functions pursuant to By-laws 33 to 40 of the Institute.

Membership
This committee considers applications for membership in the Institute, resignations, fee reduction requests and policy matters related thereto.

PSR (Professional Standards Review)
This committee evaluates the results of professional standards office reviews and decides on appropriate actions with respect to these results.

Practitioner’s
A small committee that plans activities of interest to practitioners and local firms, including an annual forum.

Additional Information

1. Meetings are usually held at the Institute office or at another location decided by the Chair.
2. Most meetings are scheduled to last 1-1½ hours. While typically the meetings are held over lunch, the committee may choose to meet at times more convenient to the committee members.
3. Chairs will be appointed with the approval of Council.
4. Travel costs will be reimbursed for committee members. While attendance at all meetings is encouraged, arrangements will be made to allow participation by conference call if required.

As a self-regulating professional body, ICANS has strict policies regarding the right to privacy and the confidentiality of all information collected and maintained. A copy of its Policy Statement is readily available on its website www.icans.ns.ca or upon request.