



**CPA**

CHARTERED  
PROFESSIONAL  
ACCOUNTANTS  
BERMUDA



# 2024 FELLOWS NOMINATION

Recognition as a Fellow (FCPA)  
of CPA Bermuda

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# Welcome

The Board of Directors of the Chartered Professional Accountants of Bermuda (CPA Bermuda) awards the title of Fellow of the Chartered Professional Accountants of Bermuda, designated by the initials FCPA to formally recognize those who have rendered exceptional services to the profession and within their communities. The Fellow distinction is the highest honour conferred upon our members.

This document will guide you through the process of nominating, for the title of Fellow, a member of CPA Bermuda to be considered by the FCPA Recognition Committee of CPA Bermuda's Board of Directors.

**Step One.** Please review this document in full, specifically the sections entitled "Eligibility of Nominees", "Nature of Achievements Under Review" and "Submission of Nominations".

**Step Two.** Please complete the nomination package by following the instructions for each section.

**Step Three.** Save your nomination package with the nominee's name. Then email your completed nomination package as an attachment to [HR@cpabermuda.bm](mailto:HR@cpabermuda.bm), along with the required supporting documentation and any other documentation you wish to include. All nomination packages will be treated in confidence.

**Note: Please complete and submit this nomination document and the supporting documents in Microsoft Word or Adobe PDF (preferred) format.**

All qualifying nominations received by the deadline will be considered by the FCPA Recognition Committee, who will provide its recommendations to the CPA Bermuda Board of Directors.

The deadline to submit nominations is **Wednesday, September 18, 2024**. All nominees and nominators will be notified of the results by the end of November.

If you have any questions about the process, please email [HR@cpabermuda.bm](mailto:HR@cpabermuda.bm).

## Overview of Timeline

**August 21st** - Call for Nominations

**September 18th** - Deadline for Nominations

**End of November** – All Nominees and Nominators are Notified

**February 1, 2025** - Member Award Dinner

## Election Criteria

### Nature of Achievements Under Review



This section is the core element of the FCPA title nomination package. Nominators must highlight the nominee's **leadership** and the **exceptional nature** of the nominee's performance in the following fields of activity:

- **Professional career;**
- **Volunteer involvement** within the accounting profession; and
- **Volunteer contribution** to professional, community or charitable organizations.

While it's not necessary that the nominee has made exceptional contributions or demonstrated leadership in all three areas, the nomination should demonstrate that the nominee **has made a remarkable contribution in more than one area** and that their contributions are known to others.

In addition, the nomination must highlight that nominees clearly identify themselves as Chartered Professional Accountants (CPAs) and that they are known and recognized as CPAs.

**PLEASE NOTE:** volunteer activities refer to unpaid activities only; paid activities should be included in the professional career field.

## Content of the Nomination Package

Nominators are responsible for ensuring that the nomination package is complete and that the information it contains is accurate and sufficient to allow the FCPA Recognition Committee to evaluate the nomination.

The recommendations of the FCPA Recognition Committee and the decisions of the Board of Directors will primarily depend on the care taken to describe the members' achievements. You should, therefore, **clearly indicate** the businesses, organizations, and committees in which the member has been involved, publications they have contributed to, been featured in or authored, and any professional accomplishments, as well as the relevant dates.

## Exceptions

The following persons are not eligible to become Fellows:

- Bermuda Only Members – Bermuda Only Members are not eligible for the FCPA award however, Bermuda Only Members are eligible for both the Unsung Hero and Emerging Leader awards.
- Members who have been registered with CPA Bermuda for less than one (1) full calendar year.
- Members who were previously elected to Fellow in any of the three legacy bodies (CA, CGA or CMA) as they have already been deemed Fellows of CPA Bermuda (FCPA).
- Members who have been the subject of a disciplinary decision resulting in their being struck off the roll of a professional body or a similar organization.
- Members who have been struck off the roll or whose right to engage in professional activities has been suspended by CPA Bermuda.
- Members who are currently subject to a limitation or suspension of their right to engage in professional activities.
- Members who are the subject of a jurisdictional inquiry or who are being prosecuted before the civil or criminal courts.

Further to the above, to avoid any perceived conflict of interest, CPA Bermuda employees, members of the FCPA Recognition Committee and members of the CPA Bermuda Board are not permitted to nominate members or to be nominated to become a Fellow, but they are eligible to do so once they have left the employ of CPA Bermuda or the FCPA Recognition Committee or are no longer serving on the Board.

# Nomination Package for the Title of Fellow (FCPA)

Each nominee must receive a minimum of two (2) nominations. Each person making a nomination must be an active member of CPA Bermuda (i.e., a FCPA or CPA) for the nomination to be valid and accepted. Each nominator must provide, as part of the nomination package, a letter to the FCPA Recognition Committee explaining why they have nominated the nominee.

Please complete the nomination package by following the specific instructions for each section and filling in the information directly on the document.

We, the undersigned, members of CPA Bermuda, nominate the following member for the title of Fellow (FCPA):

Name of Nominee	
Address	
Telephone	
Email Address	

For each eligibility criterion for the title of Fellow, we have outlined below the member's most outstanding achievements and attached all relevant supporting documents.

We HEREBY officially DECLARE having ascertained that the information contained in this package is accurate and sufficient to allow the FCPA Recognition Committee to evaluate fairly the nomination package. We know the Committee may have the main facts supporting this nomination validated by an outside source.

Name of First Nominator	Member Number	Telephone	Email Address

Name of 2 Nominator	Member Number	Telephone	Email Address

## Section 1: Professional Career

You must demonstrate that the nominee's acknowledged achievements make them a recognized leader due to the quality of their significant contribution in more than one of the fields of activity listed.

### Main stages of professional career

Describe the nominee's career path, beginning with the current position or, if the nominee is retired, the last position held.

	Employer	Position	Years: from/to
1.			
2.			

3.			
4.			
5.			

**Major achievements in professional career**

Describe the achievements showing that the nominee has made an exceptional or remarkable contribution and highlight the way these achievements earned the nominee distinction.

**Major achievements:** (Please match the numbers to those above)

1.	
2.	
3.	
4.	
5.	

## Section 2: Volunteer Involvement in the Affairs of the Accounting Profession

List the main committees, task forces or working groups of which the nominee has been a member; the events or activities in which they took part; and in what capacity (e.g. member, chair, organizer, speaker, etc.). Note that teaching or paid activities should be included in the professional career section.

	Committees/task forces//working groups/events/activities	Organization	Position	Years: from/to
1.				
2.				
3.				
4.				
5.				

### Major achievements during involvement in the affairs of the profession

Describe the achievements showing that the nominee has made an exceptional or remarkable contribution and highlight why you think these achievements earned the nominee distinction.

**Major achievements:** (Please match the numbers to those above)

1.	
2.	
3.	
4.	
5.	

## Section 3: Volunteer Contribution to Professional Bodies or to Community/Charitable Organizations

List the nominee's most important volunteer activities with civic, community, socioeconomic, professional or charitable organizations beginning with the most recent.

	Organization	Position	Years: from/to
1.			
2.			
3.			
4.			
5.			

### Achievements during involvement with these organizations

Describe achievements showing that the nominee has made an exceptional or remarkable contribution and highlight why you think these achievements earned the nominee distinction.

**Major achievements:** (Please match the numbers to those above)

1.	
2.	
3.	
4.	
5.	



## Section 4: Letters of Support

This section should identify the source of the letters of support attesting to the nominee's achievements. The quality, not the quantity, of letters is important and should adequately highlight the nominee's leadership and the exceptional nature of the nominee's performance. Letters of support do not have to be from a member of CPA Bermuda.

Please submit all letters in PDF format along with the completed nomination package. Letters of support must be signed or have an e-signature.

Please list the letters of support and identify their sources.

**Total number of letters of support:**

Letter No.	Last name	First name	Position	Employer
1.				
2				
3.				
4.				

## Section 5: Ambassador for the Profession

Clearly show how the nominee identifies themselves as a CPA and is recognized as such. Examples may include a LinkedIn profile, business card or profile on employer website, or mention in a publication. You may attach any supporting documentation.

- ☐ I confirm that the nominee clearly identifies as a CPA and is recognized as a CPA, thereby making a positive impact to the profession.

**Please explain briefly:**

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**List of any attached supporting documents:**


**Press clippings: (please specify)**

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**Annual report: (please specify)**

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**Other: (please specify)**

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## Section 6: Awards, Titles, or Honorary Distinctions

List all awards, titles or honorary distinctions the nominee has received throughout their career.

Award:	Organization:	Year:
Comments:		

  

Award:	Organization:	Year:
Comments:		

  

Award:	Organization:	Year:
Comments:		

  

Award:	Organization:	Year:
Comments:		

  

Award:	Organization:	Year:
Comments:		

## Final Steps

### Submission Checklist

The nomination package, which includes any supporting documents must be emailed to [HR@cpabermuda.bm](mailto:HR@cpabermuda.bm) by **September 18, 2024**.

- To the best of my knowledge, the nominee is eligible for the FCPA title.
- You have completed the nomination package and saved it as a Microsoft Word or Adobe PDF (preferred) document
- You have letters in support of your nomination saved as PDFs that will be sent to CPA Bermuda in confidence
- You have compiled your nomination package to include the nomination package and letters of support in either Word or PDF format. If possible, you have consolidated all supporting documentation into one file and saved the file as the name of the nominee.

## Submission Instructions

- To submit the nomination package: Open up a new email, browse your computer for the Word and/or PDF file(s) you have prepared, click “Attach” as prompted and attach the file(s) as necessary.
- Send the email to [HR@cpabermuda.bm](mailto:HR@cpabermuda.bm) – ensure that the subject line of the email reads: Confidential: CPA Bermuda Fellowship Nomination. ZIP files will not be accepted.

Once submitted, you will receive an email to confirm we have received your nomination. All completed submissions will be forwarded to CPA Bermuda's FCPA Recognition Committee. It is expected that individuals will be selected by the end of November and the FCPA awards dinner is scheduled for February 1, 2025.

The deadline to submit nominations is **September 18, 2024**.

**Contact Information:**

If you have any questions, please email Ashley Van Heel, the Member Engagement Manager at [avanheel@cpabermuda.bm](mailto:avanheel@cpabermuda.bm).