

# Fellowship Nomination Guidelines 2019

Each year the Council of Chartered Accountants Australia and New Zealand recognises outstanding achievement in the profession of accountancy by awarding Fellowships to its members. These guidelines explain the criteria and process for making these awards.

## FELLOWSHIP CRITERIA

The member must have demonstrated excellence through:

1. Outstanding achievement in the profession of accountancy through his or her career  
And/or
2. Outstanding contribution to the profession of accountancy through
  - a. Service and participation with distinction to CA ANZ, ICAA or NZICA or other organisations within the profession; and/or
  - b. Services to the community or business; and/or
  - c. Teaching, research and or writing within the field of accounting that reflects positively on the profession.

The member may be nominated under criteria one, any part of criteria two or a combination of these criteria.

3. The member must be a 'fit and proper person' in the estimation of the CA ANZ Council. At a minimum this includes an exemplary membership record in respect to:
  - Conduct/discipline
  - CPD compliance
  - Financial compliance
  - Quality or Practice Review
  - Any other membership issues that reflect on the profession or CA ANZ.

All nominees must meet criteria three.

## LENGTH OF MEMBERSHIP

The degree and value of the member's achievement and contribution are the primary considerations, rather than their length of membership. Generally however we would expect that a member would need around fifteen years of membership to meet the necessary level of contribution and seniority in the profession. In addition the Council will consider the member's level of achievement and contribution relative to that of others in the field.

## WHO MAY BE NOMINATED FOR A FELLOWSHIP?

Any full member of Chartered Accountants Australia and New Zealand (CA, ACA or AT). This includes retired members however Provisional members are not eligible for this award. Fellowships may not be awarded posthumously.

## WHO MAY MAKE A NOMINATION?

Any two full members may nominate another member. Members may not nominate themselves.

## WHO ASSESSES THE NOMINATIONS?

Nominations progress through a series of peer assessments. Following the checks required for the 'fit and proper person' criteria, the nomination will be assessed by the relevant Regional Council with the CA ANZ Council giving final approval.

## WHEN ARE THE NEW FELLOWS ANNOUNCED?

The CA ANZ Council will consider the 2019 recommendations at their final meeting of the year in late November. CA ANZ Regional Managers will contact the new Fellows and the nominators to advise them of the outcome of their nomination.

## HOW TO MAKE A NOMINATION

Nominations should be made on the Fellowship nomination form which can be downloaded from the CA ANZ website. The completed form must be emailed to [Fellowships@charteredaccountantsanz.com](mailto:Fellowships@charteredaccountantsanz.com) by the 29th of July 2019.

Please note the following important information in completing the nomination form:

- The nomination form must be signed by both of the nominators.
- The criteria under which you are making the nomination must be indicated on the form.
- Please do not attach details of the nominee's achievements to the form. The CA ANZ Regional Manager for your area will contact you directly for this information.

## WHAT SUPPORTING INFORMATION WILL BE NEEDED?

We will ask for information that demonstrates the nominee's achievements. This should be linked back to the Fellowship criteria and should demonstrate in what ways the nominee is outstanding in their field. If the nominee has been recognised for their achievements by receiving awards from government or other groups or has been recognised in the media we will ask you for these details at that time.

Community service may help qualify a member for Fellowship provided it reflects positively on the profession and that their service demonstrates an application of their skills as a Chartered Accountant or as an Accounting Technician. If their service did not directly involve the application of their professional skills, it can provide evidence of good character but will not be enough in itself to award a Fellowship. For example many years of coaching local sporting teams does not

demonstrate an application of a member's skills as a Chartered Accountant or Accounting Technician while the same number of years as the Treasurer for the club might.

We may also ask for letters or emails of support from peers (they need not be from CA ANZ members). These must demonstrate the link between the nominee's achievements and the fellowship criteria.

#### **PRIVACY**

Our preference is for the nominee to remain unaware that they have been nominated for a Fellowship. However some of the information needed to support a nomination falls into the category of sensitive personal information under the Australian Privacy legislation (and other privacy regimes such as that in EU).

Members will be asked for their consent to the collection of information about them for the purposes of Fellowship as part of their annual membership renewal. Where the nominated member has not provided their consent as part of their renewal, then we must assess their nomination only on publicly available information unless we seek, and they give us, their permission to collect information from other sources.