



CICA VOLUNTEER REFERENCE GUIDE

ONE OF CICA’S MOST VALUABLE RESOURCES

Welcome to the CICA and thank you for volunteering!

One of the CICA’s most valuable resources is the talent and experience of its volunteers. Here at the CICA we have reason to be proud. Our many achievements – in research, education, publications and submissions to government – come from the work of our dedicated volunteer committees.

In a recent survey, over 95 percent of CICA volunteers told us they were pleased with their experience and felt they’d benefited personally from it. Volunteers agreed they had broadened their network of contacts and did work they felt was meaningful to the CA profession in Canada. Virtually all CICA volunteers believed they had made a significant contribution to the profession; and 98 percent said they would volunteer again.

By giving of your time, you too can make a difference.

THE ROLE OF CICA COMMITTEES

Throughout our materials, we use the term “Committee” to mean a board, task force, advisory group, council, study group or other designated volunteer working group. At any given time, the CICA has approximately 90 active committees supported by volunteers.

A Committee’s functions and structure will vary depending on the type and its mandate or terms of reference. You and the other members of your Committee will have a chance to periodically review your terms of reference.

Most CICA Committees are made up of volunteers with a demonstrated interest and expertise in a particular area. We’re always mindful that our Committees reflect an appropriate balance and diversity in the employment sector, region, gender and language of our members.

Our volunteers contribute their knowledge, ability, insights and awareness of trends and issues facing the profession. Given growing public expectations and the ever-increasing pace of change, it’s important for the CICA to have access to the broad perspective our volunteers bring to the table.

BENEFITS, RIGHTS AND RESPONSIBILITIES

Committee Members

We ask Committee members to serve because their expertise, experience and judgment are essential.

Your term will vary depending on the Committee; it can be anywhere from a few months to a few years. Most volunteers serve for two years or more.

Since you have a stake in the success of your Committee, and since the quality of its work depends on active member participation, you have certain rights and responsibilities.

Rights – As a volunteer, you have the right to be informed about every meeting’s purpose, date, time and place. You can expect to receive materials on a timely basis and to have a chance to see the agenda before the meeting starts. You also have the right to raise questions about any item on the agenda, propose changes before it’s approved and to discuss every item before voting.

Responsibilities – You should prepare for each meeting by keeping up-to-date on all Committee activities and projects. As a rule of thumb, you’ll need about one day to prepare for each meeting day. We may ask that you act as liaison between the CICA and other interested parties or to discuss agenda items and ideas with others. Volunteers should be diligent about attending all meetings, contributing to Committee projects and maintaining confidentiality.

Benefits – There are many benefits to being a CICA volunteer. You can expect to make a positive contribution to the CA profession while you broaden your network of contacts with CAs across Canada. In our recent survey, virtually all of our volunteers said they’d benefited from their experience.

It is a CICA policy to extend indemnity to all our volunteers, whether CAs or not and whether working on a committee, task force or other working group. It extends to all forms of legal exposure – tort, contract or under statute – except in cases involving illegal activities.

Committee Chairs

Committee Chairs, with the support of CICA staff, are in charge of:

- drawing up meeting agendas
- including all members and encouraging differing viewpoints
- involving all members in Committee decisions
- building a consensus around proposed recommendations
- monitoring meetings to make sure all agenda topics are covered
- initiating projects for the Committee to consider
- acting as key spokesperson when promoting the Committee’s activities
- giving speeches and presentations on the Committee’s behalf

- choosing Committee members in concert with the CICA staff contact, the responsible director and the vice president

On top of his or her other duties, the Chair will gauge the Committee's performance in an effort to improve its efficiency and to detect areas that need improvement.

Many of these responsibilities will be shared with staff members and will vary depending on the Committee.

Staff

Working closely with the Chair, staff members are in charge of:

- knowing their Committee's mandate so they can propose action and carry out decisions;
- giving technical and administrative support to the committees and sub-committees they've established;
- drawing up agendas and data sheets (meeting material) – with all the relevant background – for each meeting;
- preparing and mailing the minutes, maintaining Committee schedules and arranging meetings; and
- serving as liaison to provincial institutes/Ordre, securities commissions, governments and others directly affected by their work.

Running the Meetings

While the Committee Chair decides how best to run the meetings, procedures will vary from group to group, leaning toward the casual.

A staff member will keep minutes of the meetings, including, as needed, a record of formal votes on matters discussed.

You and the other Committee members will have input on how frequent meetings will be; we'll make every effort to accommodate your schedules. Staff will put together the agendas and data sheets, and send them to you before the meetings.

TRAVEL ARRANGEMENTS AND EXPENSES

Getting to the Meeting

Travel costs have become a major and rapidly growing expense for the CICA. Our goal is to manage travel and travel-related spending in a fair, consistent and convenient way.

The CICA designated corporate travel agency handles travel planning for all volunteers and staff making their way to and from our meetings. We strongly encourage you to use the travel

agency because it helps us to effectively manage the CICA

The travel agency keeps a profile of all volunteers. They use these profiles to keep track of each volunteer's preferred airline, seat choice, meal requests, frequent flyer number, hotel or hotel room.

Who Pays for What?

We'll repay you for any reasonable and necessary expenses you've incurred on CICA business. You should use the same judgment and restraint in incurring CICA expenses as you would on personal business.

We'd like you to make use of all reduced rates and special fares if they don't impose unreasonable conditions.

The CICA pays only for travel costs incurred by volunteers; CICA policy does not allow for you to take the price difference between discounted fares, or between business and economy class and put it toward the travel costs of another person, or your own travel.

Want more information? Contact the staff person for your group or Jan Burns, our Manager of Volunteer Resources at jan.burns@cica.ca or call 416-204-3348.

For more information about the CICA, visit our website at www.cica.ca.