

# Volunteer Profile

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**Role** Practice Review Committee Member

**Committee Purpose** Practice Review Committee members play an integral role in CPA Alberta's practice review process by bringing their judgment, experience and knowledge. The purpose of practice review is to promote high standards of practice in professional accounting firms and professional service providers, and in general maintain and improve the competence of the profession.

The objective of practice review is the protection of the public by assessing the compliance with professional standards of firms that perform assurance, compilation and other specified engagements, and by taking appropriate follow-up or remedial action in instances of non-compliance. The public is further protected by practice review providing an educational experience to members/firms.

**Duties/Responsibilities** Determine whether each professional accounting practice or the public accounting practice that is the subject of practice review complies in whole or in part with the Rules of Professional Conduct and practice standards.

Advise the CPA Alberta Board on relevant strategy, risk, and policy matters.

Establish education and experience qualifications to be met by practice reviewers.

Annually review and approve a practice review checklist.

Establish standard guidelines respecting the frequency with which practice review and follow-up practice reviews are to be conducted.

Establish guidelines respecting practice reviews.

Ensure procedures, policies, delegation of authority, and conditions of delegation to employees are documented.

**Location of Meetings** Meetings are held either in Red Deer, AB or via videoconference in the Edmonton and Calgary CPA Alberta offices.

**Appointment Terms** Committee members are appointed to serve for a term of three (3) years and may be reappointed up to a maximum of two (2) terms by the Board; the term limit may be renewed for an additional two (2) years if the Committee member is appointed as Chair.

**Meetings** Committee members are required to attend all meetings unless otherwise authorized by the Chair. The Committee meets a minimum of six (6) times per year.

**Requirements** Committee members must be CPAs in good standing and be regarded by their peers as competent professionals.

Committee members must be engaged in professional accounting practice and possess experience and technical knowledge over a broad range of circumstances and industries, including accounting and auditing.

Committee members must have no findings of unprofessional conduct by CPA Alberta or a legacy organization.

Committee members must work for a firm that has complied with its most recent practice review.

*Committee member applications are accepted year-round, but positions are generally appointed for terms starting July 1 of each year.*

*For further information on this position or to submit a resume, please contact [practicereview@cpaalberta.ca](mailto:practicereview@cpaalberta.ca).*