Centre of Excellence
Nomination Pack

Please ensure you read the members' role and responsibilities and the selection criteria prior to completing and signing this form.

Which Centre of Excellence are you nominating for? (Select one)	☐ Audit and Assurance ☐ Environmental, Social & Governance ☐ Financial Reporting ☐ Taxation	☐ Digital Transformation ☐ Ethics and Professional Standards ☐ Retirement Savings
Full name		
Address		
	State:	**Postcode:**
	Country:	
Contact details	**Phone:**	
	Email:	
Are you a CPA or FCPA?	☐ CPA ☐ N/A ☐ FCPA	**Membership Number:**
Other Professional memberships Please list any other professional memberships you hold.		
Current role and organisation		

List your areas of expertise			
Which sector do you work in?	☐ Industry and commerce ☐ Not-for-profit sector ☐ Other (please state):	☐ Academia ☐ Public sector ☐ Public practice	
Have you had any previous or current involvement with a CPA Australia Committee, technical group or Centre of Excellence?	☐ Yes – please provide details of involvement below		☐ No
Have you read, and do you agree to the CoE Member Role and Responsibilities (see below)?		☐ Yes, I have read and agree to the CoE role and responsibilities	
Considering the selection criteria, what attributes can you bring to the Centre of Excellence? Describe your professional and personal skills (250 words maximum)			
Are you interested in other CPA Australia Groups, Committees or online communities?	☐ Yes – please provide details below		☐ No

Email your completed nomination form and resume to policy.advocacy@cpaaustralia.com.au

Centre of Excellence

Members' roles and responsibilities

All Centre of Excellence (CoE) members:

- Are required to adhere to the Centre of Excellence Charter, the Volunteer Code of Conduct and where applicable the Constitution of CPA Australia. The Charter will be provided to successful applicants before commencing tenure.
- Shall understand, and operate on the basis that, the CoE is an advisory group and is not a consensus or decision-making group and so is not a part of the organisation's formal governance structure.
- Shall have their names displayed on the CPA Australia website and in the CPA Australia Annual report, in recognition of the status that CoEs hold within the CPA Australia members engagement structures, especially as CoEs comprise senior members with specialist skills and expertise in focus topic areas.
- Shall participate in CPA Australia's volunteer performance arrangements.

CoE members will ensure that they:

- Communicate effectively: Members will share their thoughts and views freely and openly with other members of the CoE and CPA Australia staff facilitating the CoE. They should feel free to do so without the risk of being criticised for their views; but at the same recognise that the purpose of the CoE to engage in roust, professional discussion of policy matters and through leadership topics relevant to CPA Australia, its members, the profession, and the business environment.
- Recognise the role of CPA Australia staff: CPA Australia staff facilitating the CoEs assist the effective functioning of the CoEs and their meetings. They coordinate meetings, agendas, work plans, and the work and activities undertaken by the CoE. While not appointed members of the CoE, they participate in the discussion and activities of the CoE, and their views should be considered equally alongside those of other CoE members. To assist staff in performing their duties, it is important that all CoE members communicate effectively with staff, acknowledging communications from them and indicate when they do not have comments to make on specific issues or topics.
- Prepare for meetings: CPA Australia staff commit to ensuring that meeting papers are provided to CoE members at least one week in advance (for face-to-face meetings) and two days in advance for videoconferences – which are shorter meetings. CoE members must have prepared for meetings by reviewing the papers presented in advance of the meeting. Staff will not be reiterating the contents of papers at meetings, but rather will be seeking input, comments, and feedback on them.
- Participate effectively: CoEs have work plans that typically outline key outputs and deliverables. To achieve these outcomes, CoE members are expected to participate in all CoE meetings. Where they are unable to attend – either in person, or by video/teleconference – they shall inform the CPA Australia staff member facilitating the CoE.

All members are encouraged to provide input, comments and feedback on matters raised at CoE meetings, and in other communications. Members will not always have strong expertise and experience across all topics, but are encouraged to provide lay views, as appropriate. However, where

members do not have contributions to make, they are asked to communicate this to CPA staff facilitating the CoE.

Additionally, CoE members are encouraged to proactively raise matters for consideration as part of the CoE work plans, and to raise other important policy matters that come to their attention – for discussion and consideration by the CoE; or if a CoE meeting is not imminent, by CPA Australia Policy and Advocacy Team staff.

Participation extends beyond just meetings, as there will be times when the CoE's guidance and advice is requested on matters that arise between meetings/outside of the meeting cycle. This might require CoE members to respond to e-mail communications from CPA Australia staff requesting input, comments, and feedback.

- Are alert to opportunities: CoE members should be alert to opportunities where they can promote and advocate for CPA Australia's policy positions and thought leadership work. This could be through CoE members own professional and social networks, their workplaces, or through other engagements in which they are involved. Such promotion and advocacy can be verbal, written, or through social media, but members will need to be clear when they are presenting the policy positions of CPA Australia and when they are providing their own personal opinions and perspectives. CoE members should also be alert to, and advise the CPA staff facilitating the CoE, of opportunities for CPA Australia to be represented at certain events. Staff members will need to follow internal protocols to determine whether and how, CPA Australia should be represented, so CoE members should not give affirmative responses to requests without consultation with, and conformation from, staff. There may be times when CoE members are asked to represent CPA Australia (see next point).
- Are given the opportunity to represent CPA Australia: On occasions, CoE members may be offered the opportunity to represent CPA Australia at certain events – for example, discussion groups, local or regional workshops, or events of a similar nature – typically within their own local area. Such representation needs to be coordinated with CPA Australia staff to ensure that internal and organisational protocols are met. Staff may, at times, seek out opportunities, especially for CoE Chairs. At times when CoE members are representing CPA Australia, they will be supported, in terms of presentation materials, by CPA Australia Policy and Advocacy Team staff. As experts in their fields, CoE members are free to express their own views when representing CPA Australia, as long as it is made clear to the audience when this is done. CPA Australia recognises that some CoE members may have restrictions placed upon their ability to formally represent CPA Australia, for example, due to employer commitments.

The time commitment for CoE members is around 50 to 70 hours over a year. Depending on the CoE and the agreed meeting schedule; this would typically comprise:

- 25 to 30 hours of meetings per year;
- 20 to 30 hours of other "off cycle" communication and contributions; and
- 5 to 10 hours of representative activities.

I have read this document and understand the expectations, role and responsibilities of me as a member of a Centre of Excellence (CoE).

Signed: _____ Date: _____

Centre of Excellence

Selection criteria

All Centre of Excellence (CoEs):

- Are required to adhere to the Centre of Excellence
- Be committed to CPA Australia's policy and advocacy objectives relevant to the specific CoE.
- Possess the following capabilities and skills:
    - strong relationship and interpersonal skills.
    - strong written and verbal communication skills.
    - ability to think innovatively and strategically.
    - strong sense of results achievement.

All members will be expected to:

- comply with the requirements and obligations outlined in the Code of Conduct for Volunteer Members; and
- participate in CPA Australia's volunteer performance arrangements.

CPA Australia welcomes nominations from CPA Australia members, and non-CPA Australia members. Non-CPA Australia members may not comprise more than half of the members of each CoE.

Audit and Assurance Centre of Excellence

Centre of Excellence members must possess extensive audit and assurance expertise and are typically from one of the following groups:

- audit and assurance practitioners, ranging from SMP practitioners to partners of large professional accounting firms, including those with expertise in SMSF, RSE and international audits;
- chief financial officers, audit committee members and other senior professionals with significant involvement in procuring or overseeing audit and assurance services;
- senior public sector staff, including auditor-general offices, with extensive audit and assurance expertise;
- senior technical staff within professional accounting firms, with significant involvement in audit and assurance;
- professionals with expertise in sustainability assurance, technology-enabled audit, artificial intelligence, AI systems assurance or emerging assurance services; or
- academics specialising in audit and assurance.

Digital Transformation Centre of Excellence

Centre of Excellence members must possess extensive knowledge of and/or experience in one or more of the following topics:

- business transformation enabled by technology
- implementing innovative business processes

- financial technology and regulatory technology
- accounting information systems and business intelligence software
- big data, data analytics and data visualisation
- cyber security
- artificial intelligence and machine learning

Environmental, Social and Governance Centre of Excellence

Centre of Excellence members must possess extensive experience and knowledge in areas such as external reporting, business resilience, risk (including operation and legal liability) and performance; and are typically from one of the following groups:

- senior managers of corporations, government business enterprises and public sector agencies having significant environmental and social impacts
- corporate governance specialists
- senior managers involved in both financial and non-financial disclosure and/or assurance
- consultants on sustainability and corporate social responsibility, or
- academics and public policy specialists with a deep interest in ESG and sustainability matters.

Ethics and Professional Standards Centre of Excellence

Centre of Excellence members must possess extensive knowledge of/experience in one or more of the following topics:

- the APES 110 Code of Ethics for Professional Accountants and other related professional standards
- the development, implementation, monitoring and enforcement of ethical codes and frameworks
- emerging issues in technology and artificial intelligence which may impact ethical decision-making models
- the regulatory environment and the symbiosis which exists between ethics, law and regulation, or
- governance frameworks and the relationship between corporate and organisational culture, behaviour and ethics.

This experience can have been attained in various ways, for example, through working for financial institutions, professional accounting firms, regulators, standard-setters and universities.

Financial Reporting Centre of Excellence

Centre of Excellence members must possess extensive financial reporting expertise and will typically be from one or more of the following groups:

- chief financial officers, financial controllers, heads of financial reporting or equivalent senior finance leaders from listed companies, private-sector organisations, not-for-profit entities or public-sector organisations, with significant involvement in the financial reporting function;
- public practitioners, ranging from sole practitioners to partners or senior professionals in accounting firms, with significant financial reporting experience;
- senior financial reporting technical advisory specialists working in professional accounting firms, corporations, public-sector organisations or other advisory environments;

- senior staff of accounting standard-setters or regulators with significant involvement in the development, interpretation, implementation, oversight or enforcement of financial reporting requirements; or
- academia, with teaching, research or thought-leadership experience in financial reporting.

Retirement Savings Centre of Excellence

Centre of Excellence members must possess extensive experience or knowledge in one or more of the following topics:

- superannuation,
- self-managed superannuation funds,
- adequacy of retirement savings,
- pensions and income streams,
- aged care,
- financial advice, or.
- retirement savings and financial advisory services policy.

This experience can have been attained in various ways, for example, through working for industry, corporate and retail funds, self-managed superannuation funds, financial institutions, professional accounting firms, regulators, and universities.

Taxation Centre of Excellence

Centre of Excellence members possess extensive taxation expertise and experience, and are typically interested in:

- direct, indirect and international taxation
- regulation of tax professionals
- tax policy design
- effective administration of taxes.