

Business Valuation Conference Project Team

Department: Member Services and Professional Development

Reports To: Stacey Wilson

Last Updated: November 15, 2014

Mission: To plan an interactive conference for members in public accounting who want to enhance their position in this the field of business valuation. This conference will provide a basic understanding of the standards, regulatory practices and challenges facing these CPAs.

Time Commitment:

- One-year term (re-appointment possible based on interest and need)
- The majority of volunteer's service takes place January through June
- Five to seven hours per year in planning meetings
- Full-day commitment the day of the conference

Essential Duties and Responsibilities:

- Brainstorm relevant session topics
- Identify speakers
- Contact speakers, or work with Society staff to facilitate contact
- Review conference timeline
- Provide counsel throughout the year to the Society's senior professional development manager on business & industry-related topics
- Attend the conference
- Provide introduction for speakers at the conference

Knowledge, Skills and Other Characteristics:

- Shows openness to others ideas
- Five years of experience as a CPA preferred, but not required
- Good communication skills
- Must be a Certified Public Accountant, preferably with an active license
- Must be an Indiana CPA Society member

Work Environment:

- Planning meetings are held annually in-person; however, conference call attendance is permitted

CPAs in Business & Industry Conference Project Team

Department: Member Services and Professional Development

Reports To: Stacey Wilson

Last Updated: July 1, 2015

Mission: To plan an interactive conference for members in business and industry that enhances the value of attendees' CPA designation.

Time Commitment:

- One-year term (re-appointment possible based on interest and need)
- The majority of volunteer's service takes place January through June
- Five to seven hours per year in planning meetings
- Full-day commitment the day of the conference

Essential Duties and Responsibilities:

- Brainstorm relevant session topics
- Identify speakers
- Contact speakers, or work with Society staff to facilitate contact
- Review conference timeline
- Provide counsel throughout the year to the Society's senior professional development manager on business & industry-related topics
- Attend the conference
- Provide introduction for speakers at the conference

Knowledge, Skills and Other Characteristics:

- Shows openness to others ideas
- Five years of experience as a CPA preferred, but not required
- Good communication skills
- Must be a Certified Public Accountant, preferably with an active license
- Must be an Indiana CPA Society member

Work Environment:

- Planning meetings are held annually in-person; however, conference call attendance is permitted

Not-for-Profit Conference Project Team

Department: Member Services and Professional Development

Reports To: Stacey Wilson

Last Updated: July 1, 2015

Mission: To plan a well-rounded set of general and breakout sessions to allow CPAs to add value to the not for profit organizations they serve.

Time Commitment:

- One-year term (re-appointment possible based on interest and need)
- The majority of volunteer's service takes place November through June
- Six to eight hours per year in planning meetings
- Plus, an eight hour commitment the day of the conference

Essential Duties and Responsibilities:

- Brainstorm relevant session topics
- Identify speakers
- Contact speakers, or work with Society staff to facilitate contact
- Review conference timeline
- Provide counsel throughout the year to the Society's senior professional development manager on nonprofit-related issues
- Actively participate in conference's breakfast roundtables
- Provide introduction for speakers at the conference
- Attend the conference

Knowledge, Skills and Other Characteristics:

- Shows openness to others ideas
- Demonstrates quality leadership skills
- Has worked with or for a nonprofit for a minimum of one year
- Good communication skills
- Must be a Certified Public Accountant, preferably with an active license
- Must be an Indiana CPA Society member

Work Environment:

Planning meetings are held annually in-person; however, conference call attendance is permitted

Campus Presenter

Department: Executive

Reports To: Allison Paul

Last Updated: July 1, 2015

Mission: To promote the value of the CPA designation and importance of being involved members in the CPA Society to accounting and business college students throughout the state.

Time Commitment:

- Commitment is for one presentation (more based on availability and need)
- Preparation 45 minutes
 - INCPAS will furnish Power Point and talking points
- Presentation 2 hours
 - 1.5 hours (travel time may be necessary)

Essential Duties and Responsibilities:

- Review the prepared presentation material prior to presentation
- Deliver prepared presentation to students
- Answer any questions
- Provide resources for the students
- Give update to INCPAS after presentation

Knowledge, Skills and Other Characteristics:

- Preferably a Certified Public Accountant with an active license, at minimum a successful Exam candidate
- Must be an Indiana CPA Society member
- Possess a passion for the CPA profession
- Comfortable talking in front of various sized groups of students

Work Environment:

- Work is conducted independently

Diversity Advisory Council

Department: Executive/Communications

Reports To: Allison Paul and Sherrill Rude, CAE

Last Updated: July 1, 2015

Mission: To be a leader in creating awareness among ethnically diverse populations of the career opportunities available in the CPA profession, to monitor and promote environmental issues related to the challenges, advantages and need for more diversity in the profession and to improve ethnic diversity in the Society and the profession in Indiana by overseeing the development and execution of effective diversity programs and events.

Time Commitment:

- One-year term (re-appointment possible based on interest and need)
- One hour planning meetings
- Half-day commitment on the day of the Diversity Summit and Game On

Essential Duties and Responsibilities:

- Forecast future demands of diversity programming
- Establish long term and short term goals for diversity initiatives
- Understand the impact of diversity in the CPA profession locally, nationally and globally
- Seek partnerships with other diversity organizations and initiatives
- Offer guidance at a high level for current Society diversity programs and events
- Establish applicant requirements and characteristics for INCPAS Scholars program and diversity scholarships
- Develop and maintain relationships with diversity stakeholders

Knowledge, Skills and Other Characteristics:

- Able to speak openly and thoughtfully on diversity issues
- Passion for diversity
- Must be a Certified Public Accountant, preferably with an active license; however, two public members, outside of the profession, will also be appointed and are not required to possess an active license
- Must be an Indiana CPA Society member

Work Environment:

- Three, one-hour planning meetings are held annually in person; however, conference call attendance is permitted

Government Relations Advisory Council (GRAC)

Department: Executive

Reports To: Sherrill Rude, CAE

Last Updated: July 1, 2015

Mission: To consider legislative policies, current position statements and other legislative or regulatory activities as it relates to the Indiana CPA Society

Time Commitment:

- One-year term-appointed annually by the Board of Directors (re-appointment possible based on interest and need)
- Two to three meetings per year
 - Four to five hours per meeting
- 15-20 hours per year
- Additional time to attend Board of Accountancy or other legislative or regulatory meetings/events

Essential Duties and Responsibilities:

- Develop, monitor and respond to legislation, regulation, or rules affecting the CPA profession
- Prepare annual topics agenda that prioritizes issues for the group's consideration and action for the board's approval
- Actively monitor the political environment in local and state government
- Attend Legislator's Breakfast
- Attend Board of Accountancy meetings

Knowledge, Skills and Other Characteristics:

- Strategic thinker
- Able to analyze an issue from competing positions
- Experience building relationships with legislators and regulators
- Interest/understanding of the issues facing the profession preferred, but not required
- Must be a Certified Public Accountant, preferably with an active license
- Must be an Indiana CPA Society member

Work Environment:

- Frequent email communication
- Two in-person meetings

Tax Resource Advisory Council (TRAC)

Department: Executive

Reports To: Sherrill Rude, CAE

Last Updated: July 1, 2015

Mission: To consider legislative policies, current position statements and other legislative or regulatory activities as it relates to tax issues.

Time Commitment:

- One-year term-appointed annually by the Board of Directors (re-appointment possible based on interest and need)
- Three to four, five-hour council meetings
- Attend legislative and regulatory meetings and INCPAS annual legislators events (5-10 hours)

Essential Duties and Responsibilities:

- Developing, monitoring and responding to legislation, regulation, or rules affecting the tax practice in the CPA profession
- Prepare and document an annual topics agenda which prioritizes issues for TRAC's consideration and action
- Develop communication in matters which it feels appropriate to comment whether in favor or in opposition; develop legislative policy for consideration and approval by the Board of Directors related to tax
- Serve as a resource to legislative bodies including the Ways and Means Committee and other tax related entities
- Conduct an annual meeting with the Indiana Department of Revenue and Internal Revenue Service

Knowledge, Skills and Other Characteristics:

- High-level of knowledge in areas of taxation and practice
- Experience working with a team
- Excellent communication skills
- Must be a Certified Public Accountant, preferably with an active license
- Must be an Indiana CPA Society member

Work Environment:

- Frequent email communication
- Three to four half-day to full day meetings per year, some conference calls per year

Legislative Key Person Program (LKP)

Department: Executive

Reports To: Sherrill Rude, CAE

Last Updated: July 1, 2015

Mission: To establish and maintain an advocacy relationship with legislators on behalf of CPAs.

Time Commitment:

- One-year term (re-appointment possible based on interest and need)
- The majority of volunteer's service takes place November through April
- A minimum of 30 minutes a month reviewing e-newsletter, the *Key Person Communicator*
- Completion of online orientations
- Attending annual legislators events in Indianapolis

Essential Duties and Responsibilities:

- Establish and maintain or develop a relationship with legislators
- Review e-newsletter, the *Key Person Communicator*
- Communicate with the legislator when needed
- Have knowledge of the legislative process
- Stay informed of proposed legislative initiatives
- Attend annual Legislator's Breakfast or other meetings with local legislators

Knowledge, Skills and Other Characteristics:

- Willing to contact legislators
- Basic understanding of legislative process
- Must be a Certified Public Accountant, preferably with an active license
- Must be an Indiana CPA Society member

Work Environment:

- Frequent email communication when in session
- One, legislative event during general session (January-April)

Ethics Committee

Department: Financial and Technical Services

Reports To: Jenny Norris, CPA, CGMA and Mary McKinzie

Last Updated: July 1, 2015

Mission: To promote the ethical practice of the CPA profession through educational and enforcement activities.

Time Commitment:

- One-year term-appointed annually by the Board of Directors (re-appointment possible based on interest and need)
- Prefer a willing to serve three terms, at minimum
- 4-5 meetings lasting two hours; may participate via teleconference
- Between 40-60 hours per year of service is typical

Essential Duties and Responsibilities:

- Participate in at least 2 out of 3 of meetings
- Serve on investigative sub-committees
- Draft letters and approve communication vehicles between the Society and the parties involved
- Be available on the Ethics hotline one month of the year
- Evaluate all sides of issues presented and make decisions for disposition of cases
- Operate within the established procedures of the Board of Directors and Joint Ethics Enforcement Program (JEEP)
- Must sign a confidentiality agreement
- Review and comment on Ethics Exposure drafts
- Write Ethics related articles for magazine, as needed

Knowledge, Skills and Other Characteristics:

- Familiar with the INCPAS bylaws and the Code of Professional Conduct
- Be in good standing with all relevant regulatory agencies
- Possess at least 10 years of experience in an accounting related field, some supervisory experience preferred
- Experience in litigation support helpful
- Must be a Certified Public Accountant, preferably with an active license
- Must be an Indiana CPA Society member

Work Environment:

- An online portal is used to share documents and information

- Frequent email communication
- In-person meetings

Peer Review Committee

Department: Financial and Technical Services

Reports To: Nichole Favors

Last Updated: July 1, 2015

Mission: To effectively administer the AICPA Peer Review and PCPS (Private Companies Practice Section) programs in the state of Indiana.

Time Commitment:

- One-year term (re-appointment possible based on interest and need)
- Six to eight hours per year in planning meetings

Essential Duties and Responsibilities:

- Act as a Report Acceptance Body (RAB) for peer reviews of Indiana firms following AICPA guidelines.
- Monitor and review technical review and administrative process to document internal or informal operational guidelines followed by RAB, technical reviewers and INCPAS staff.
- Ensure peer reviews are presented to a RAB in a timely manner.
- Consider whether reviews have been performed in accordance with the AICPA standards, interpretations and related guidance materials
- Consider whether reports and responses, if applicable, are in accordance with the AICPA standards, interpretations and related guidance materials, including an evaluation of the adequacy of the corrective actions the reviewed firm has represented that it has take or will take in its letter of response
- Determination of remedial, corrective actions related to the deficiencies or significant deficiencies noted in the peer review report, in addition to those described by the reviewed firm in its letter of response, if necessary
- Consider whether FFC (Findings for Further Consideration) (and associated MFC (Matter for Further Consideration) and DMFC (Disposition of Matter for Further Consideration)) forms are prepared in accordance with the AICPA standards, interpretations, and related guidance materials
- Ensure all corrective actions related to deficiencies or significant deficiencies in the peer review report and all implementation plans related to findings on FFC forms have been completed to the satisfaction of the committee
- Ensure all firms within Indiana have timely peer reviews and keep track of the timing of the completion of corrective actions and implementation plans by all firms that the committee has required, including those that are overdue.

Knowledge, Skills and Other Characteristics:

- Good communication skills
- Adherence to the AICPA Code of Professional Conduct

- Must be a Certified Public Accountant
- Must be an Indiana CPA Society member

Work Environment:

- Planning meetings are held annually in-person; however, conference call attendance is permitted

Education Foundation Trustees

Department: Communications

Reports To: Dave Shatkowski

Last Updated: July 1, 2015

Mission: To disperse funds that provide financial assistance for programs designed to encourage accounting careers and to promote education-related activities for the benefit of Indiana CPA Society members

Time Commitment:

- One, three-year term
- One, four-to-six hour meeting annually
- Short conference calls, as needed

Essential Duties and Responsibilities:

- Review foundation financial statements
- Evaluate new requests for funds
- Determine how funds will be distributed

Knowledge, Skills and Other Characteristics:

- Should possess an interest in education and furthering the profession
- Experience as an educator preferred
- Must be a Certified Public Accountant, preferably with an active license
- Must be an Indiana CPA Society member

Work Environment:

- Planning meetings are held annually in-person; however, conference call attendance is permitted

Emerging Leaders Alliance (ELA)

Department: Member Services and Professional Development

Reports To: Jennifer Briggs, CAE

Last Updated: July 1, 2016

Mission: To provide input, guidance and consensus to the Indiana CPA Society Board of Directors and staff on issues, while supporting and engaging in Society initiatives, Vision Process implementation and the CPA profession

Time Commitment:

- One-year term-appointed annually by the Board of Directors (re-appointment possible based on interest and need)
- The majority of volunteer's service takes place October through June
- A minimum of 30 minutes a month reviewing newsletter
- Four, full work days spent at the two, two-day meetings
- Volunteer determines amount of time committed to supporting and attending other Society initiatives and events

Essential Duties and Responsibilities:

- Provide input and feedback on programs, services, policies, legislative, legal and professional issues (No governing authority)
- Receive and review information on current issues and keep abreast of developments
- Assist in communicating and implementing initiatives adopted by the Board of Directors
- Attend both bi-annual meetings
- Familiarize yourself with meeting topics and deliverables in preparation for meetings
- Engage in Society programs and events between meetings
- Complete pre and post meeting activities and self-assessments

Knowledge, Skills and Other Characteristics:

- Knowledge and understanding of issues facing the CPA profession
- Open-minded and objective
- Must have a valid e-mail address, and less than five years of experience
- Must be a Certified Public Accountant, preferably with an active license, or pursuing the credential
- Must be an Indiana CPA Society member

Work Environment:

- Frequent email communication
- Two, two-day meetings in Spring and Fall, annually
- May require over-night travel for meetings

Leadership Cabinet (LC)

Department: Member Services and Professional Development

Reports To: Jennifer Briggs, CAE

Last Updated: July 1, 2016

Mission: To provide input, guidance and consensus to the Indiana CPA Society Board of Directors and staff on issues, while supporting and promoting Society initiatives, Vision Process implementation and the CPA profession.

Time Commitment:

- One-year term-appointed annually by the Board of Directors (re-appointment possible based on interest and need)
- The majority of volunteer's service takes place October through June
- A minimum of 30 minutes a month reviewing newsletter
- Approximately 32 hours per term attending, two-day meetings plus travel and related overnights
- Volunteer determines amount of time committed to supporting and attending other Society initiatives and events

Essential Duties and Responsibilities:

- Provide input and feedback on programs, services, policies, legislative, legal and professional issues (Leadership Cabinet has no governing authority)
- Receive and review information on current issues and keep abreast of developments
- Assist in communicating and implementing initiatives adopted by the Board of Directors
- Attend both bi-annual meetings and complete outlined deliverables
- Familiarize yourself with meeting topics and deliverables in preparation for meetings
- Complete pre and post meeting activities and self assessments
- Be an advocate for the CPA designation

Knowledge, Skills and Other Characteristics:

- Communication and leadership skills
- Possess strategic and critical thinking skills
- Knowledge and understanding of issues facing the CPA profession
- Open-minded and objective
- Must have a valid e-mail address and 5-7 years or more experience as a licensed CPA
- Must be a Certified Public Accountant, preferably with an active license
- Must be an Indiana CPA Society member

Work Environment:

- Frequent email communication
- Two, two-day meetings in Spring and Fall, annually