



## **CPA Board of Ambassadors Representative Position**

CPA Ontario's Board of Ambassadors (BoA) is comprised of top university and college students from campuses across Ontario. They act as an advisory and advocacy group and are responsible for running events, attending conferences, attending BoA meetings, and promoting the Post-Secondary Ambassador Program (PSAP) and CPA profession to students. The BoA strongly support our CPA Ontario Student Recruitment Team members on campus.

### **Roles and Responsibilities:**

- Commitment of minimum 20 hours per month
- Expected to attend meetings during the year at CPA Ontario. Mandatory meetings include:
  - March 2025 meet-and-greets
  - May 2025 in-person orientation Toronto
  - July 2025 virtual training
  - August 2025 in-person training Toronto
  - January 2026 in-person training Toronto
- Promotion of the Post-Secondary Ambassador Program and other CPA Ontario initiatives
- Plan, execute, and attend CPA Ontario-related events regionally and on campus
- Assist with room booking and planning office hours with your campus lead (as applicable)
- Share updates and information regarding activities and organizations on campus
- Promote CPA Ontario initiatives using social media, class announcements and other platforms
- Assist in recruitment of future BoA representatives
- If applicable, hire and manage a CPA Ontario Campus Team

### **Selection Criteria:**

To be considered for the BoA position all student applicants must:

- be pursuing their CPA designation
- be a full-time university or college student
- maintain a minimum 70% average

### **Key BoA Characteristics:**

- Enjoys interacting with students, faculty and staff on campus
- Demonstrates effective leadership skills
- Demonstrates strong communication and public speaking skills
- Is self-motivated and takes initiative
- Exhibits professional judgment
- Can effectively promote, plan, and execute events



**CPA Board of Ambassadors Representative Application Form (2025-2026)**

**First Name:**

**Preferred Name (if applicable):**

**Last Name:**

**Phone Number:**

**E-mail address (we prefer that you use your school address):**

**CPA Ontario ID #:**

**Are you a current (PSAP) Post-Secondary Ambassador Program member (Y/N):**

**Post-Secondary Institution:**

**Program of study:**

**Current year of study (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>):**

-----

Please submit this application form along with the following items in a **single PDF document** to your [school's Board of Ambassador Representative \(BoA\)](#) by **February 21, 2025**.

- Current resumé
- Letter of reference written by university or college faculty or staff, a previous employer or other individual who acted in a supervisory, mentorship or managerial role to your position (a fellow student reference will not be accepted).
- Up to 250-word response to: "Why do you think you would be a good BoA?"

An unofficial transcript must be submitted to your [Campus Student Engagement Specialist name and email](#) by **February 21, 2025**. You can find your school and Campus Engagement Specialist at the bottom of the webpage.

Interviews and final selection of all candidates is at the discretion of CPA Ontario.