

## **Selection Procedures and Roles of QP Workshop Group Representative (WGR)**

### **Background Information**

A WGR meeting is held once a year during the February Session. Appointed WGRs will then be invited to attend the meeting with the QP Team of HKICPA (comprising the Assistant Directors and Manager of the Student Education & Training Department). The objective of the meeting is to enhance better communications between QP students and the Institute with a view to help improve the QP.

### **Requirements for appointment**

- Being a workshop group candidate of the current QP Session
- Able to communicate in spoken English or Chinese
- Available to attend the meeting
- Willing to disclose personal contact or email address for collection of opinions from fellow candidates
- Supportive to QP

### **Terms of appointment**

- Good for one QP Session only and will lapse automatically upon completion of the Session
- Can represent more than one workshop group at a time
- Can be re-appointed in any subsequent QP Sessions

### **Time commitment**

- One weekday evening (i.e. 8 April 2010)
- No more than 1.5 hours

### **Responsibilities**

- To reflect or pass on any comments or opinions of his or her workshop group
- To attend gathering/meeting/activity with the HKICPA management staff amongst other fellow representatives
- To email his or her own/fellow candidates' opinions, if any
- To exchange views with the management on QP related matters
- To carry out voluntary work without obligations

### **Benefits**

- To make friends
- To have the professional interaction through networking with other QP students and Institute's representatives
- To serve your class and fellow prospective accountants
- To improve the quality of the QP that you are pursuing

### **Language**

- Spoken English or Chinese

**Selection procedures** (to complete during and by the end of the second workshop)

- On voluntary basis only

Step 1	Voice out your interest in becoming a WGR, or name your nominees during the workshop.
Step 2	If there is just one candidate for the appointment, the candidate will be elected automatically. If there are two candidates or more, the Workshop Facilitators will run a quick and brief election for the candidates. Should situation requires, the Workshop Facilitators may mutually agree between themselves and then cast their votes to elect the representative.
Notes	The Institute reserves the full right to appoint the candidate and override any decision of the workshop group.