



American Institute of CPAs  
Princeton South Corporate Center  
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Dear AICPA Volunteer,

As we look ahead to the 2013 AICPA volunteer year, we would like to express our appreciation of your continued contributions to the CPA profession through your service to the Uniform CPA Examination.

We are in the process of recruiting new members to join our volunteer team and are asking for your help in identifying potential candidates. Twenty-five positions are opening across the Board of Examiners and its subcommittees, and as some positions fulfill dual purposes, over fifteen people will be needed to fill those positions. Current committee members who are returning do not need to re-apply to maintain their position.

The open positions and the skill sets and experience required for them are outlined below. We ask that you respond to this e-mail with your suggestions by Tuesday, April 17; volunteers are requested to submit their applications through [Volunteer Central](#) by May 15. Please take a moment to review the instructions for submitting applications that follow the chart.

### Board/Committee Openings

Board/Committee Opening	Skills and Experience Seeking
Board of Examiners (BOE) members (7 openings)	Skills and experience including: State Board of Accountancy executive directors State Board of Accountancy executive director or member Sub-committee member (BEC, FAR, or REG) 2 Psychometrics Oversight Committee (POC) representatives 2 business and industry
Psychometrics Oversight Committee (POC) member (1 opening)	PhD in Psychometrics
State Board Committee members (3 openings)	State Board Executive Directors or members
Content Committee members (4 openings)	One representative from each sub-committee (BEC, AUD, FAR, and REG)
AUD sub-committee member (1 opening)	Background including: Academia Major accounting school Auditing

FAR sub-committee member (2 openings)	Financial reporting experience in one or more of the following: Not-for-profit Government IFRS
REG sub-committee member (4 openings)	Background in one or more of the following: Academia Public accounting Regulation Big four or large firm Law and tax
BEC sub-committee members (3 openings)	Broad background in one or more of the following: Information technology (IT) Corporate governance

**Apply to be an AICPA volunteer: Applications accepted until May 15**

Fill out an application through AICPA's volunteer central process. Applications are now being accepted for the next volunteer year (Oct 2012-Oct 2013). If you have any questions regarding the applications process, or volunteerism in general at the AICPA, address inquiries to [volunteerservices@aicpa.org](mailto:volunteerservices@aicpa.org).

If you have any questions regarding volunteerism with Examinations, please contact Ophir Busel, Senior Manager – Examination Communications, at [obusel@aicpa.org](mailto:obusel@aicpa.org) or 609.671.2050. We thank you in advance.

Sincerely,



Wendy Perez, CPA  
Chair, AICPA Board of Examiners



Lisa J. Cines, CPA  
Recruiting Chair, AICPA Board of Examiners  
Office Managing Partner, Dixon Hughes Goodman LLP



Michael A. Decker  
Director – Operations & Development  
American Institute of Certified Public Accountants

## Board Of Examiners

<b>Type Of Group:</b>	Executive Committee Senior Technical
<b>Status:</b>	Appointments Confirmation
<b>Classification:</b>	Examinations
<b>Reports To:</b>	<u>Board Of Directors</u>
<b># Of Meetings:</b>	4
<b>Proposed # Of Members:</b>	16
<b># Of Vacancies:</b>	6
<b>Current Chair:</b>	Wendy Perez
<b>Staff Liaison(s):</b>	Michael Decker

### Group Objective

Establish policy for the Examinations Team and supervise, coordinate, plan, and initiate all of the projects, programs, and activities of its subcommittees and task forces. Specific responsibilities are to:

- Oversee the development and scoring of the Uniform CPA Examination (Examination) and the International Uniform Certified Public Accountant Qualification Examination (IQEX).
- Represent the Examination to state boards of accountancy and the CPA profession.
- Ensure that activities and procedures are implemented to keep the Examination consonant with CPA's entry-level knowledge and skill requirements, maintain the highest standards of quality throughout the examination process, and proactively investigate issues related to the psychometric, content, and scoring processes and procedures.

**Major Initiative:** Oversee Examination content development and scoring as well as planning for future examination changes; direct the conduct of BOE priority projects.

**Annual Time Commitment:** Meetings - 3-4; Meeting Length - 1 ½ days; Conference Calls – 4-5.

### Qualifications

Individuals with a variety of backgrounds, including expertise in public practice, regulation, education, operation of state board offices, psychometrics, and entry-level practice.

## Board of Examiners State Board Committee

<b>Type Of Group:</b>	Committee
<b>Status:</b>	Appointments Confirmation
<b>Classification:</b>	Examinations
<b>Reports To:</b>	N/A
<b># Of Meetings:</b>	0
<b>Proposed # Of Members:</b>	0
<b># Of Vacancies:</b>	3
<b>Current Chair:</b>	Lawrence Samuel
<b>Staff Liaison(s):</b>	Ophir Busel

### Group Objective

#### *Composition of BOE and Mission of SBC*

The BOE consists of sixteen members. Membership includes:

- The Chair of the BOE
- The immediate Past Chair or the Vice Chair of the BOE
- The chair of each of the committees under the BOE's responsibility
- One member from each of two of the content preparation subcommittees
- One additional member from the Psychometric Oversight Committee
- One state board executive director
- At large members for all remaining positions

At-large members are chosen to ensure that the BOE has appropriate representation across the CPA profession and boards of accountancy. Factors to be considered in selecting members include individuals with relevant competencies in public accounting, state board responsibilities, education, professional responsibilities, testing and measurement standards as well as demographic factors such as region of the country, race, and sex. These same factors, modified as needed given the purpose of the committee, govern the selection of members to all BOE committees and subcommittees.

The State Board Committee is responsible for maintaining an awareness of state board concerns related to Examination activities that fall under the purview of the BOE, communicating that information to the BOE, and ensuring that state boards are kept advised of BOE activities and actions.

The State Board Committee (SBC) meets once per year (normally in the spring between the January and May BOE meetings) for a one-day meeting. 3 – 4 conference calls are scheduled throughout the year to support our communications. Lastly, we have been holding Regional State Board Forums where SBC Members, State Board Chairs, State Board Members, Executive Directors, and fellow NASBA and AICPA colleagues are invited. We held a Regional Forum in the fall of 2008 in Atlanta GA, one in the fall of 2009 in Salt Lake City, UT, we will have one in Dallas or Chicago this spring, and we will schedule one in the Northeast in 2011. The SBC members try to attend the Regional Forum when it is near their hometown.

### Auditing & Attestation Subcommittee

**Type Of Group:** Subcommittee  
**Status:** Appointments Confirmation  
**Classification:** Examinations  
**Reports To:** Content Committee  
**# Of Meetings:** 4  
**Proposed # Of Members:** 8  
**# Of Vacancies:** 1  
**Current Chair:** Amy Sutherland  
**Staff Liaison(s):** James Pischel

#### Group Objective

Develop future sections in Auditing according to BOE guidelines and policies.

**Major Initiative:** Review the preparation of questions, answers, and grading guides for future sections.

**Annual Time Commitment:** Meetings – 4; Meeting Length - 2 days;  
Preparation time required prior to each meeting – 15 hours;  
Conference Calls and Web conferences – To be Determined.

#### Qualifications

Members must be CPAs with technical expertise in the areas covered by the Content Specification Outline for this section, and have experience in training or supervising entry-level CPAs.

### Business Environment & Concepts Subcommittee

Type Of Group:	Subcommittee
Status:	Appointments Confirmation
Classification:	Examinations
Reports To:	Content Committee
# Of Meetings:	4
Proposed # Of Members:	8
# Of Vacancies:	2
Current Chair:	Michael Bolas
Staff Liaison(s):	David Doroski

#### Group Objective

Develop future sections in Business Environment & Concepts according to BOE guidelines and policies.

**Major Initiative:** Review the preparation of questions, answers, and grading guides for future sections.

**Annual Time Commitment:** Meetings – 4; Meeting Length - 2 days; Preparation time required prior to each meeting – 15 hours; Conference Calls and web conferences – to be determined.

#### Qualifications

Members must be CPAs with technical expertise in the areas covered by the Content Specification Outline for this section, and have experience in training or supervising entry-level CPAs.

### Content Committee

Type Of Group:	Committee
Status:	Appointments Confirmation
Classification:	Examinations
Reports To:	Board Of Examiners
# Of Meetings:	4
Proposed # Of Members:	11
# Of Vacancies:	5
Current Chair:	Marianne DeVries
Staff Liaison(s):	Nancy Stempin

### Group Objective

Prepare future Uniform CPA Examinations that reflect entry-level practice. Also prepare future IQEX.

- Oversee the development of the individual Examination sections by the Preparation Subcommittees.
- Ensure appropriate scoring and offer an advisory grading service to boards of accountancy.
- Provide boards with aids for the Examination to candidates.

**Major Initiative:** Revise the Content Specification Outlines (CSOs) based on the 2008 practice analysis results.

**Annual Time Commitment:** Meetings - 3-4;  
Meeting Length – 1-2 days; Conference Calls - 3-4.

### Qualifications

Individuals must possess expertise in at least one of the areas covered by the Examination (Most Content Committee members are chairs or members of preparation subcommittees).

### Financial Accounting & Reporting Subcommittee

Type Of Group:	Subcommittee
Status:	Appointments Confirmation
Classification:	Examinations
Reports To:	<u>Content Committee</u>
# Of Meetings:	4
Proposed # Of Members:	8
# Of Vacancies:	1
Current Chair:	Ray Stephens
Staff Liaison(s):	Michael Cannon

#### Group Objective

Develop future sections in Financial Accounting & Reporting according to BOE guidelines and policies.

**Major Initiative:** Review the preparation of questions, answers, and grading guides for future sections.

**Annual Time Commitment:** Meetings – 4; Meeting Length - 2 days; Preparation time required prior to each meeting – 15 hours; Conference Calls and web conferences – To be determined.

#### Qualifications

Members must be CPAs with technical expertise in the areas covered by the Content Specification Outline for this section and have experience in training or supervising entry-level CPAs.

### Regulation Subcommittee

**Type Of Group:** Subcommittee  
**Status:** Appointments Confirmation  
**Classification:** Examinations  
**Reports To:** Content Committee  
**# Of Meetings:** 4  
**Proposed # Of Members:** 8  
**# Of Vacancies:** 3  
**Current Chair:** Kenneth Schwartz  
**Staff Liaison(s):** Teresa Kauffman

### Group Objective

Develop future sections in Regulation according to BOE guidelines and policies.

**Major Initiative:** Review the preparation of questions, answers, and grading guides for future sections.

**Annual Time Commitment:** Meetings – 4; Meeting Length - 2 days; Preparation time required prior to each meeting – 15 hours; Conference Calls and web conferences – To be determined.

### Qualifications

Members must be CPAs with technical expertise in the areas covered by the Content Specification Outline for this section, have experience in training or supervising entry-level CPAs.