

## TORONTO CHAPTER - MEMBER REFERRAL

*(This is not an application for membership. Applications can be found on the FEI web site [www.feicanada.org](http://www.feicanada.org), or by contacting the FEI Canada office at 416-366-3007)*

**REFERRAL BY:** \_\_\_\_\_

**Please complete this form and return it to Elvira Rago at [Toronto.Chapter@feicanada.org](mailto:Toronto.Chapter@feicanada.org)**

Mr.  Mrs.  Ms.      First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_ Company: \_\_\_\_\_

Address : \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of person you report to: \_\_\_\_\_ Title: \_\_\_\_\_

**If you are currently between jobs, please indicate your current contact information and last position where you would have qualified for membership.**

### **ELIGIBILITY CRITERIA**

Financial service vendors, including external auditors, bankers, and recruiters do not qualify for membership with FEI Canada.

### **CORPORATE SIZE**

Chief Financial Officers and Audit Committee members of publicly traded companies automatically qualify to join. All other applicants **MUST** be employed by an organization that meets one of the following criteria (please check only one).

- \$5 million net worth, *or*
- \$15 million capital (combined net worth and long-term debt), *or*
- \$20 million annual operating expense, *or*
- \$50 million annual revenue, *or*
- Banking Institution with at least \$500 million in total assets, *or*
- Government Corporation/Authority with at least \$100 million in total assets, *or*
- Assistant Financial Executives – Company size is at least 4 (*four*) times the above corporate criteria, *or*
- Senior Specialists – Company has at least \$500 million in revenues or is a banking institution with \$20 billion in assets, *or*
- Employee Benefits Specialists – must be employed by a company with at least \$250 million of employee benefit investments

## Duties and Responsibilities

**Chief Financial Officer**    **Treasurer**    **Vice President Finance**    **Controller**  
or their equivalent within your organization structure.

If you do not have one of the above four titles, please check the appropriate box below.

### **Senior Specialist**

Must occupy the senior policy-making position in a corporation and report to the Chief Executive Officer, Chief Financial Officer, Vice President Finance, Treasurer or higher, and must be solely responsible for at least one of the secondary functions listed below. *(Please check your area(s) of responsibility)*

- Employee Benefits    Investor Relations

### **Assistant Financial Executives**

Must report to the Chief Financial Officer, Vice President Finance, Controller or Treasurer and share the duties and responsibilities of a financial executive who qualifies for membership. The prospective member must be responsible, either solely or on a shared basis, for at least five of the activities in one of the primary functions or at least half of the activities in any two of the primary or secondary functions listed below. *(Please check your areas of responsibility below.)*

#### **PRIMARY FUNCTIONS:**

##### **Accounting and Control**

- Establishment of accounting policies
- Public financial reporting
- Regulatory reporting
- Report and interpretation of results and operations to management
- Cost accounting, analysis and valuation of assets
- Comparison of performance with operating plans and standards

##### **Treasury and Finance**

- Establishment and execution of programs for the provision of the capital required by the business
- Management and investment of cash
- Maintenance of banking arrangements
- Receipt, custody and disbursement of monies and securities
- Credit and collection management
- Use of financial instruments e.g. hedges, swaps
- Investor relations

#### **SECONDARY FUNCTIONS:**

##### **Planning and Business Development**

- Long and short range financial and corporate planning
- Budgeting for capital expenditures and/or operations
- Sales forecasting
- Performance evaluation
- Pricing policies
- Analysis of acquisitions and divestments

##### **Management of Retirement Funds and Investments**

- Management, funding and investment of employee benefit plan assets

##### **Tax Administration**

- Establishment and administration of tax policies and procedures
- Relations with taxing agencies
- Preparation of tax reports
- Tax planning

##### **Risk management**

- Assure protection of business assets and loss prevention
- Provision of insurance coverage as required
- Exposure analysis and control

##### **Information Systems**

- Development and use of data processing facilities
- Development and use of information systems (including voice and data)

##### **Internal Audit**

- Financial audits
- Operational audits
- EDP systems audits
- Other special investigations of a financial nature