



DRAFT RETIRED MEMBER CPD DISCOUNT POLICY

1. Policy Statement and Philosophy

The policy aims to ensure that the retired members continue participating in the Institute's activities. The underpinning principle in this policy is that provision of the free conferencing opportunities to the retired members advances the Institute's contribution to the welfare of members during their post-employment life. The support the Institute has received from the retired members over the working life has been enormous and it is only fair to pass benefits for the prolonged patronage to the Institute. It is envisaged that satisfied retired members are likely to support the Institute's activities through CPA Brand advocacy and sharing knowledge with younger members of the Institute on invitation to member forums.

2. Policy Scope

The policy applies to all retired members who are in good standing

3. Definitions and Interpretations

- 3.1 **Retired Member** means any member of the Institute who attains the age of 60 years
- 3.2 **CPD** means Continuous Professional Development
- 3.3 **Good Standing** means the member has paid annual subscription fee and has no pending disciplinary case
- 3.4 **Effective Date** means the commencement date of this policy
- 3.5 **Grievance** means any written statement of complaint from a member over the implementation of this policy
- 3.6 **Specified email address** means the email address provided by the Institute in the advertisement for the free conference slots

4. Effective Date

The effective date of the policy is 1st January 2022

5. Policy Objectives

- 5.1 Provide opportunity for retired members to a lifelong learning experience and attain the required CPD
- 5.2 Encourage retired members to continue renewing membership with the Institute
- 5.3 Tap into the wealth of experience from the retired members through participation in the Institute's forums as speakers
- 5.4 Support continuous professional development of retired members of the Institute

6. Expectations for the Retired Members

- 6.1 Provide 10 free slots for retired members in each of the three (3) major CPD events annually
- 6.2 The members are expected to pay for their transport and accommodation on the slotted events
- 6.3 Basis to encourage retired members to renew membership

7. Selection Process

The free conference slots will be advertised through an email to the database of the retired members category to call for expression of interest in the opportunity to attend the selected conferences by booking the conference and sharing the proforma invoice through the specified email address. Allocation of the available slots will be on a rolling basis to ensure fairness and transparency in the selection process. The following shall be followed during the allocation:

- a) A member can only benefit from a single slot to allow equal chance for all retired members and will not benefit in two consecutive events
- b) A Member slotted and already benefited from the earlier events will not be considered in the next or subsequent event to the one attended
- c) The member will be up to date with the subscription payment
- d) The member will be able to pay for his transport and accommodation
- e) The allocation will be done through a simple ballot and the first ten will be selected to attend the event

In any given year if a member has not been successful, the member will be entitled to attend two of the CPD events at 25% of the price of the CPD event but will cater for their accommodation and transport.

8. Grievance Handling

The Chief Executive officer shall set up a management committee to review and prepare a report on any grievances emanating from the selection process. All official responses to the aggrieved member shall be from the CEO's office after review of the nature of complaint.

9. Related Policies

The CPD policy, to the extent that it is inconsistent with any clause of this policy shall fully supersede any such provisions within this policy.

10. Policy Review Program

This policy will be reviewed annually to determine its suitability for the intended purpose. The review process shall include examination of the free slot uptake reports by a management committee appointed by the Chief Executive Officer. Any recommendations for amendments shall be reviewed by the Member Services Committee before submission to the Council for ratification.

Approved by :

[Name and Title]

Date