

Arizona State Board of Accountancy Advisory Committee Membership Information

	Description of tasks	Typical meeting days, times, and meeting duration	Required meeting preparation time	Skillset that will make the Committee member successful
Accounting and Auditing (A&A) Advisory Committee	<ul style="list-style-type: none"> Evaluate investigation files referred by the Board, hold voluntary informal interviews and make advisory recommends to the Board concerning settlement, dismissal, or other disposition of reviewed matter. Serve as Committee Liaison on assigned cases. 	<ul style="list-style-type: none"> Thursdays, once per month. 8:15 a.m. start time. 2-6 hours. 	<ul style="list-style-type: none"> Varies. 50+ hours per year. 	<ul style="list-style-type: none"> Knowledge of accounting and auditing. Familiarity with Board's statutory and regulatory provisions, including AICPA Code of Conduct and Professional Standards. Attention to detail, analytical skills, and ability to use good judgment.
Certification Advisory Committee	<ul style="list-style-type: none"> Review applications of candidates requesting to take the Uniform CPA Exam. Review applications of candidates requesting to be certified in AZ. 	<ul style="list-style-type: none"> Thursdays, once per month. 8:15 a.m. start time. 4-6 hours. 	<ul style="list-style-type: none"> Review of prior meeting minutes. Occasional policy review. 	<ul style="list-style-type: none"> Familiarity with Board's statutory and regulatory provisions regarding exam and certification. Ability to read and interpret college transcripts. Ability to give attention to detail; use professional skepticism, sound judgment, and make decisions.
CPE Advisory Committee	<ul style="list-style-type: none"> Performs CPE audits to determine compliance with CPE requirements. Determine compliance with disciplinary orders that require CPE and pre-approve CPE upon request. Advises the Board on policy-related matters involving CPE. 	<ul style="list-style-type: none"> Tuesdays, once per month. 1:00 p.m. start time. 3-4 hours. 	<ul style="list-style-type: none"> Review of prior meeting minutes. Occasional policy review. 	<ul style="list-style-type: none"> Ability to give attention to detail; use professional skepticism, sound judgment, and make decisions.
Law Review Advisory Committee	<ul style="list-style-type: none"> Evaluate statutory and regulatory provisions and make advisory recommendations to the Board. 	<ul style="list-style-type: none"> Wednesdays, once per month. 9:00 a.m. start time. 2-4 hours. 	<ul style="list-style-type: none"> Varies. 	<ul style="list-style-type: none"> Familiarity with Board's statutory and regulatory provisions. Attention to detail, analytical skills, and ability to use good judgment.
Peer Review Oversight Advisory Committee	<ul style="list-style-type: none"> Evaluate peer reviews with multiple pass with deficiencies or fail. Oversee administering entity review acceptance board (RAB) meetings to evaluate program effectiveness. Monitor developments in national Peer Review Process. 	<ul style="list-style-type: none"> Wednesdays, quarterly. 9:00 a.m. start time. 1-2 hours. 	<ul style="list-style-type: none"> Review of prior meeting minutes. Occasional policy review. 	<ul style="list-style-type: none"> Prior peer review experience helpful, but not required. Ability to attend RAB meetings which typically last 2-3 hours. Typically, Committee members would attend at least six RAB meetings a year.
Tax Advisory Committee	<ul style="list-style-type: none"> Evaluate investigation files referred by the Board, hold voluntary informal interviews and make advisory recommends to the Board concerning settlement, dismissal, or other disposition of reviewed matter. Serve as Committee Liaison on assigned cases. 	<ul style="list-style-type: none"> Mondays, once per month. 9:00 a.m. start time. 2-6 hours. 	<ul style="list-style-type: none"> Varies. 50+ hours per year. 	<ul style="list-style-type: none"> Knowledge of accounting and taxation. Familiarity with Board's statutory and regulatory provisions, including AICPA Code of Conduct and Professional Standards. Attention to detail, analytical skills, and ability to use good judgment.

