**CMC-Ontario**

**Fellow Nomination Form**

The FCMC process requires submission of the required documentation outlined in these instructions. The information provided in the documentation then goes through a rigorous evaluation by the FCMC committee who determines if the candidate meets the qualifications required to be awarded an FCMC.

Nomination does not guarantee the awarding of the FCMC.

This Nomination Submission includes six sections:

* Section 1 – Candidate’s name, position, and address
* Section 2 – Nominator and Seconder contact data and signatures
* Section 3 – Qualification as a Management Consultant
* Section 4 – Service to the Advancement of the Profession of Management Consulting
* Section 5 – Volunteer Services (unpaid) to the Greater Community
* Section 6 – Letters/emails of recommendation (at least three letters/emails required)

Please complete Sections 1 and 2 below and include this sheet as a cover page for the submission. You may choose to use the available text boxes on this form for Sections 3 through 5 or use your own template. For Section 6, please use this form to itemize the contact data for the writers.

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| **Section 1**Candidate:  |  |
| Position: |  |
| Address: |  |

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| **Section 2**Nominated By: |  |  | Signature: |  |
| Address: |  |  | Telephone: |  |
|  |  |  | E-Mail: |  |
| Seconded By: |  |  | Signature: |  |
| Date of the Nomination |  |  |  |  |

## Section 3 – Qualification as a Management ConsultantDescribe the paid professional career as a management consultant in private practice or as an internal consultant.

* Describe your paid professional career as a management consultant in private practice or as an internal consultant. What positions were held by you and what was your roles and responsibilities for each of the significant assignments.
* Highlight the duration of various consulting assignments and what you did that distinguished your capabilities with your clients. What was the vision, efforts, and process? What were the measurable impacts/outcomes?
* How did you systematically analyze facts and how did you apply independent judgment based on your specialized knowledge and skill.

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## Section 4 – Service to the Advancement of the Profession of Management Consulting

Describe the candidate’s involvement in and contribution to the advancement of the management consulting profession as a Certified Management Consultant.

* Describe your involvement in and contribution to the advancement of the management consulting profession as a Certified Management Consultant.
* Describe how you provided exceptional services to the profession through work in or on behalf of the Institute, its chapters, other provincial or regional ICMC Canada and/or CAMC or ICMCI organizations.
* Describe in what way you brought credit to the CMC designation and the management consulting profession.
* Specify the time in which you were involved on CMC boards, committees, and task forces and provide details of your achievements, such as:
* time spent on the volunteer activities;
* changes in the roles if you were involved for several years;
* impacts of your initiatives (or leadership) on the consulting profession; and
* results achieved or how your contribution positively affected or advanced the profession or your Chapter, the Institute, or the broader Association.
* If you were involved in compensated delivery of professional development for the CMC designation, this should be mentioned in relation to professional career (Section 3) rather than counted as volunteer involvement in the affairs of the consulting profession.

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## Section 5 – Volunteer Services (unpaid) to the Greater Community

Describe the candidate’s volunteer contributions to professional, community, or charitable organizations, their roles and responsibilities, and the measurable impact of these activities.

* Describe your volunteer contributions to professional, community, or charitable organizations, your roles and responsibilities, and the measurable impact of these activities.
* Include what were your volunteer services to organizations, communities, religious/charitable organizations including Non-Governmental Organizations (NGOs).
* Specify the time in which you carried out your most important volunteer activities and provide the details about the achievements. These could include the initiatives or activities that resulted from your efforts, the benefits to the targeted community, the amount of time spent on the volunteer activities, and the changes in your roles if you were involved over several years.

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## Section 6 – Letters/Emails of Recommendation

Recommendation letters/emails should relate specifically to the details contained in the application. At least 3 letters/emails must be submitted with the application.

Include the contact data so that a member of the Fellows Committee can easily contact these individuals to obtain additional details regarding the recommendation letters/emails to support this application.

#### Letter/Email #1

Individual

Organization

Telephone

Email address

#### Letter/Email #2

Individual

Organization

Telephone

Email address

#### Letter/Email #3

Individual

Organization

Telephone

Email address

#### Letter/Email #4

Individual

Organization

Telephone

Email address

#### Letter/Email #5

Individual

Organization

Telephone

Email address