**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 3 letters/emails are 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: |  |

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

## Section 3 – Qualification as a Management Consultant

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

## 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 how 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.
* Describe in what way they brought credit to the CMC designation and the management consulting profession as a whole.
* Specify the time in which the candidate was involved on CMC boards, committees, and task forces and provide details on their achievements, such as
* time spent on the volunteer activities;
* the changes in the candidate’s roles if they were involved for several years;
* the impacts of the candidate’s initiatives (or leadership) on the consulting profession; and
* the results achieved or how their contribution positively affected or advanced the profession or the candidate’s Chapter, the Institute, or the broader Association.
* If the candidate is 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.

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

## 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