

CMC-Ontario

Instructions to the Nominator of an FCMC Candidate

Recognition

The title of Fellow is intended to formally recognize CMCs in good standing who have provided exceptional service to the profession or whose achievements in their careers or in the community have earned them distinction and brought honour to the profession.

The award is given to individuals who have made an “exceptional contribution to the profession of management consulting over time” as distinct from intense involvement over a concentrated period. See the specific criteria as defined below.

Note: 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.

Eligibility

All members of CMC Ontario, including those working outside Ontario, are eligible for the Fellow designation.

Nominees for election as Fellows of the Institute shall be recommended to Council by the Fellows Committee from time to time.

Under the Terms of Reference for the Fellows Committee, the Committee requires that nominated candidates be:

- a Member in good standing:
 - fees paid,
 - CPD points up-to-date, and
 - currently not subject to disciplinary action
- is recognized as an outstanding professional, having made a significant contribution to the profession which has brought credit to the CMC designation and profession;
- has a minimum of 10 years experience as a management consultant or is otherwise deemed worthy of consideration; and
- is being nominated and seconded by Members in Good Standing of CMC-Canada.

Members on the Fellows Committee, at the time of nominations, are not eligible for nomination as a Fellows nor can they act as a nominator or seconder for a Fellow.

Nomination Information

Only CMCs and FCMCs in good standing can nominate or second the nomination of FCMC candidates.

The Fellows Committee considers submissions as they are received; however, it will not consider nominations that are incomplete or inaccurate. We reserve the right to contact the nominator to provide more information to clarify these omissions.

All nomination information can be submitted as a folder which includes all requirements outlined in this document. Nomination folders should be submitted to Nominations@CMC-Ontario.ca with **Fellows Nomination** in the Subject line. Submissions must be received by **June 10, 2022**.

Nominators are responsible for ensuring that the nomination file is complete and are encouraged to connect with the nominee regarding the nomination, to ensure the information it contains is accurate and sufficient to allow the FCMC Committee to fairly evaluate the nomination.

Nominators must also find another CMC member in good standing who can act as a seconder for the application.

Preparing a Fellowship Nomination

The information contained in the nomination is the **only** information used to evaluate the candidate. It is therefore critical that the nomination file be prepared with care. Key points should be effectively highlighted in each section, and the information should be as exact **and as complete as possible as no other sources will be referenced**.

When filling in the CMC Fellow Nomination Form, aim for clarity, comprehension, and highlight the candidate's leadership and the exceptional nature of their performance – these are decisive elements.

Nominators must highlight the candidate's leadership and the significant nature of their accomplishments in providing service to client organizations, contributing to the profession of management consulting, and contributing beyond the profession through public and community activities (non-consulting).

Nominators are responsible for ensuring that the nomination file is complete and are encouraged to connect with the nominee during the process to ensure the information is accurate and complete.

The nomination file should demonstrate the depth and breadth of how the candidate has made an exceptional contribution as well as highlight the candidate's measurable accomplishments as a professional management consultant in the fields listed below:

1. Qualification as a Management Consultant
2. Advancement of the Profession of Management Consulting
3. Volunteer Services (unpaid) to the Greater Community

In very rare circumstances, a candidate may have made such an *exceptional* contribution in one field of activity that the nominator feels that an FCMC is deserved. The Fellows Committee will consider such applications. The outstanding contribution of the candidate must be common knowledge, i.e., that the acknowledged achievements make the member a recognized and prominent leader in that field of activity.

The 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

Describe the paid professional career as a management consultant in private practice or as an internal consultant.

- Breadth of experience over a variety of services, fields, or roles such as organizational, operational, administrative, technology, etc.
- Depth of experience in more than one sector: Strategy, Operations, Financial Advisory, Human Resources, Risk & Compliance, Marketing, Information Technology, etc. and/or acknowledged expert in a given field.
 - Identify 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?
 - Confirm how they systematically analyzed facts and applied 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 they provided exceptional services through the breadth of work to the profession in or on behalf of the Institute, its chapters, other provincial or regional ICMC Canada and/or CAMC or ICMCI.
- Describe the depth of experience in how 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 the main 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 stated 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 the breadth of volunteer services to organizations, communities, religious/charitable organizations including Non-Governmental Organizations (NGOs).
- Specify the depth of experience the candidate brought to their most important volunteer activities and provide the details about their achievements. Including:
 - Initiatives or activities that resulted from the candidate's efforts,
 - Benefits to the targeted community
 - Amount of time spent on the volunteer activities
 - Changes in the candidate's roles if they were involved over several years.

Section 6 – Letters/Emails of Recommendation

The importance of the recommendation letters/emails cannot be over-emphasized. There should be at least three testimonial letters/emails attached to the submission. There is no maximum number of recommendations that can be included.

These recommendation letters/emails provide real examples and personal insight into the way the candidate is perceived by someone who has observed the candidate's

significant contributions in the advancement of a cause, the development of an organization, or the completion of a major project. These recommendations letters/emails should highlight the candidate's achievements, the expectations that were placed on them, and the measurable results/outcomes they achieved. *Specifically, the letters/emails need to describe the difference that the candidate's contribution has made.*

Recommendation Letters/Emails should also highlight answers to these questions:

- How long have they known the candidate?
- In what context did they observe the candidate's contribution?
- How does the candidate stand out and in which activities do they shine?
- What is remarkable about the candidate and what impact have they had?
- What measurable outcomes were delivered?

If the recommendation letter/email is from an organization that you sense is not well known, include its mission and the candidate's influence and impact on it.

Review the recommendation letters/emails to confirm they highlight the key points of each appropriate section of the candidate's nomination file. This will reinforce the achievements that have been mentioned.

It is possible that members of the Fellows Committee may contact one of these references to elaborate on their experience with the candidate.

Section 7 – FCMC Decision Process

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.