CMC-Ontario

Information for the Nominator of a Member for Designation as Fellow

# Recognition

The title of Fellow is intended to formally recognize CMCs in good standing who have rendered 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.

At the high level, the award is given to individuals who have made a “**significant contribution to the profession of management consulting over time**” as distinct from intense involvement over a concentrated period.

# Nomination Information

Only CMCs and FCMCs in good standing can nominate or second the nomination of FCMC candidates. Nominations received from others will not be considered.

The Fellows Committee considers submissions as they are received; however, it will not consider nominations that are incomplete and will contact the nominator to remedy the situation. Further, nominations found to contain substantive inaccuracies will be declared ineligible.

The nomination document will not exceed 30 pages and will be submitted as one document in PDF format to nominations@cmc-ontario.ca with **Fellows Nomination** in the Subject line. We have extended the deadline for this year’s submission to **Sunday, March 31, 2019**. Any nominations received after this day will roll into next year’s cycle.

# Selection Criteria – Nature of Achievements Under Review

Nominators must highlight the candidate’s ***leadership*** and the ***exceptional nature*** of the candidate’s 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).

The nomination submission will include:

* a biographical sketch, including academic and professional degrees, work history, and position(s), highlighting the individual’s **accomplishments as a professional management consultant**;
* description of **service to the management consulting profession** including work done on behalf of CMC-Ontario (or its chapters) and/or CMC-Canada;
* description of the candidate’s **contribution as a management consultant beyond the confines of the profession**, e.g., community, public good, charity, and any recognition thereof, including details of the candidate’s contributions to the community at large that bring credit to the profession.

The nomination file will demonstrate how the candidate has made a remarkable contribution in at least two of these three fields.

Nominators must also demonstrate that the **noteworthy contribution** of the candidate is **common knowledge**, i.e., that the acknowledged achievements make the member a recognized leader due to the quality of his or her significant contribution in the chosen fields of activity listed above.

In addition, the nomination submission must highlight the fact that the candidate clearly self-identifies as a Certified Management Consultant and is known and recognized as a CMC.

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 the field of activity selected.

# Eligibility

## General principle

All members of CMC Ontario, including those members 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 the nominee:

* is a Member in good standing:
* fees paid,
* CPD points up-to-date, and
* currently not subject to disciplinary action;
* has secured recognition as an outstanding professional – identifiable contribution to the profession bringing credit to the CMC designation and profession;
* has 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 the Institute.

Members on the Fellows Committee, at the time of nominations, are not eligible for nomination for election as Fellows.

As mentioned above, only CMCs in good standing and FCMCs in good standing can nominate or second the nomination of FCMC candidates. Nominations received from others will not be considered.

# Tips for Preparing a Fellowship Nomination

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 – Candidate’s **professional career**

Section 4 – Candidate’s involvement in and contribution to the **management** **consulting profession**

Section 5 – Candidate’s involvement in and contribution to **professional, community, and charitable organizations**

Section 6 – **Letters** of support

Because the information contained in the nomination is the only information used to evaluate the candidate, the nomination file needs to be prepared with care. Key points must be effectively highlighted in each section, and the information must be as exact and as complete as possible. **Assume that the members of the Fellows Committee do not know the candidate you are nominating.**

When filling in the Nomination form, aim for clarity, comprehension, and highlight the candidate’s leadership and the exceptional nature of their performance—these are decisive elements.

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

## Section 1 – Contact Data for the Candidate’s

This section is self-explanatory.

## Section 2 – Contact Data for the Nominator and Seconder

This section is self-explanatory as well.

## Section 3 – Professional career

Describe the positions held by the candidate, along with roles and responsibilities for each of the achievements you want to highlight.

It is important to highlight the manner, the duration, and the **circumstances in which the candidate distinguished him/herself**. Discuss the candidate’s vision, efforts, and results. Ultimately, the information you include in this section should make it possible to measure the ***candidate’s real impact*** over the course of their career in the various positions they held.

## Section 4 – Involvement in and contribution to the consulting profession

Describe the candidate’s volunteer involvement in the affairs of the management consulting profession, as well as the roles and responsibilities assumed related to their **most significant achievements**.

Specify the time in which the candidate was involved in the main boards, committees, and task forces and provide necessary details on their achievements, such as

* time spent on the volunteer activities mentioned;
* 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 – Involvement in and contribution to professional, community, and charitable organizations

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

It is important to 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 of support

The importance of the letters of support cannot be over-emphasized. There should be at least three testimonial letters attached to the submission although submissions in the recent past have included up to seven letters of support.

The letters of support 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. For that reason, the letters of support must highlight the candidate’s achievements, the expectations that were placed on them, and the results they achieved. *Specifically, the letters need to* ***describe the difference that the candidate’s contribution has made****.*

Letters of support should also highlight answers to the following questions:

* How long has the letter-writer known the candidate?
* In what context did the supporter 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?

If the reference letter is from an individual in an organization that you sense is not well known, it will be useful to describe its mission and the candidate’s influence and impact on it.

It would also be useful to highlight the key points of each letter of support in the appropriate section of the nomination file. This will reinforce the achievements that have been mentioned.

The service and accomplishments of the candidate throughout their career – not simply their career as a CMC – will be considered when determining how far the nomination proceeds.

Note that as of this cycle, references will be contacted by members of the Fellows Committee to elaborate on their experience with the candidate.