



The Chartered Institution of Wastes Management

ELECTION TO THE CLASS OF FELLOW Guidance Notes

Introduction

Fellowship of CIWM is for those Members of the Institution who have shown evidence of distinguished professional attainment in the sphere of wastes management. The class of Fellow is not an honour bestowed by the Institution but a senior class of membership that recognises professional achievement. Therefore candidates are required to apply for Fellowship rather than be nominated.

The Byelaws and Regulations of the Institution set out the following criteria for election to the Class of Fellow:

- i) The General Council may elect as a Fellow any Member who in their opinion has shown evidence of distinguished professional attainment in the sphere of wastes management and has been a Corporate Member for at least 7 years.
- ii) In exceptional circumstances*, a member of less than seven years standing, who would otherwise qualify for the grade of fellow, may be considered for election.

**If a candidate for election, with less than seven years standing, is to be considered for election, it shall be the responsibility of the proposer to explain the exceptional circumstances.*

Proposers and proposer's Statement

Candidates for election to the grade of Fellow may be proposed in any one of the following ways:

- ❖ By any three Fellows of the Chartered Institution
OR
- ❖ By any six Corporate Members of the Chartered Institution
OR
- ❖ By the Chairman and Secretary of a Centre Council, on behalf of the Centre Council. In this case a copy of the relevant minute from the Centre Council Meeting should be enclosed.

One of the candidate's proposers should include a written statement in support of the candidate, relating to her/his merits and drawing particular attention to areas which make the candidate suitable to be elected to the grade Fellow. When a candidate's proposer is signing the completed application form they should ensure that the application includes all relevant supporting information

Your Fellow Application

Please complete the application form and include the following supporting documents:

- Your CV, ensuring it includes details of:
 - Work and career history
 - Qualifications and Training
- Your CPD record
- A flow chart, showing your position in your current organisation
- Copies of any relevant certificates, awards or qualifications achieved since becoming a corporate member of CIWM
- Proposers signatures and a statement from one proposer

In addition to the above, a **professional statement** is also required;

Your statement should demonstrate distinguished professional attainment in the sphere of wastes management. This should set out your personal involvement in relevant matters, rather than merely listing areas for which you may have had responsibility, but no direct input. It is suggested that you should set out this statement under all, or some of, the following headings:

- ❖ Innovatory work making a national contribution to wastes management technology.
- ❖ Publication or presentation of papers of high technical or professional standard on wastes management topics.
- ❖ Service on national bodies, committees, or working parties.
- ❖ Experimental and research activities.
- ❖ Work carried out in connection with education and training in wastes management.
- ❖ Any other relevant information including exceptional service to the Institution.

Fellow Assessment Panel

The completed form including all supporting information must be returned to the Membership Services Department and it will then be considered by the Fellows Assessment Panel. Submission dates and dates of Fellows Assessment Panels can be found at www.ciwm.co.uk/membership. The panel will decide by a secret ballot whether or not to recommend to Membership Committee and General Council the election of the candidate to the class of Fellow.

Please check your application carefully to ensure that all sections are completed in full and that all documentation is included. If you have any queries concerning election to the Grade of Fellow, please do not hesitate to contact the Membership Department, who will be happy to assist.

Please return your completed application form to the following address:



**The Chartered Institution
of Wastes Management**

9, Saxon Court, St Peter's Gardens, Northampton, NN1 1SX

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