



Caribbean Institute of Certified Management Consultants

The Caribbean Institute of Certified Management Consultants
Membership Application Form
'The Region's Professional Management Consultants Association'

Information presented is confidential and available only to CICMC Secretariat.

APPLICANT		
Preferred Salutation: Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr. <input type="checkbox"/> Other _____	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Surname:	Given Names:	
Company:	Title:	
Company Address:		
City/Parish:	Country:	Postal Code:
Business Telephone:	Business Fax:	
Home Address:		
City:	Country:	Postal Code:
Home Telephone:	Home Fax:	
Cell phone:	SKYPE address:	
E-mail address #1:	E-mail address #2:	
Website Address:	Address Correspondence to: Home <input type="checkbox"/> Business <input type="checkbox"/>	
Number of Management Consultants in your firm: 1 <input type="checkbox"/> 2 -10 <input type="checkbox"/> 11 - 25 <input type="checkbox"/> 26 - 50 <input type="checkbox"/> 51+ <input type="checkbox"/>	Date consulting since: MM/DD/YY	Date of Birth: MM/DD/YY *For statistical purposes only

CHAPTER INVOLVEMENT

I am interested in opportunities for public speaking on my area of expertise Yes No

I am interested in volunteering time to my local Chapter Yes No

DEGREE(S) CONFERRED

Please note: A minimum undergraduate degree or approved equivalent is required for membership.
Please contact CICMC for a list approved university degree equivalencies.
Application must be completed in full in order to be processed.

Institute	Degree/Designations	From: Month/Year	To: Month/Year

DESIGNATION(S) and other MEMBERSHIPS

Application must be completed in full in order to be processed. If an area does not apply, please mark with "N/A"

Association/Institute	Designation Earned	From: Month/Year	To: Month/Year

CONSULTING and OTHER BUSINESS EXPERIENCE

Application must be completed in full in order to be processed. Please also attach a current CV.

Name and Address of Employer / Client	Nature of Business	Position	From: Month/Year	To: Month/Year



The Caribbean Institute of Certified Management Consultants

AREAS of PREFERRED PRACTICE

Please specify with an X the areas in which you currently specialize or have an interest.

- Operations Management Human Resources Strategy Other – Please specify:
 Marketing Information Technology Finance _____

PROFESSIONAL REFERENCES

Please submit along with this application, two (2) letters of reference from past or current clients, or persons who are familiar with your work. The references must pertain to work conducted within the last three years.

Tel: 246-228-2640 email: admin@caribbeancmc.com

Fax: 246-228-3077 web: www.caribbeancmc.com



The Caribbean Institute of Certified Management Consultants

DECLARATION

I, _____, hereby declare that my experience meets the criteria as set out in the _____ track (write name of track). I have read CICMC's Code of Ethics understand it, and agree to abide by it. (see below)

Signed _____

Date _____

MEMBERSHIP APPLICATION

A non-refundable Application Fee of US\$50.00 is to be submitted with this application form.

MEMBERSHIP FEES

Membership fees are based on a calendar year and are prorated depending on the month you join.

Acceptable methods of payment are: certified cheque, money order or bank draft or credit card authorisation. Make payable to Caribbean Institute of Certified Management Consultants Inc.

Caribbean Institute of Certified Management Consultants
P.O Box 1330, Bridgetown, Barbados.

CICMC Membership is on an individual basis. All membership fees are non-refundable and non-transferable



Caribbean Institute of Certified Management Consultants

The Caribbean Institute of Certified Management Consultants

CICMC Code of Ethics

- a. It is the objective of each member, as a professional management consultant, to assist his or her clients to add value to the client's enterprise; whether that enterprise takes the form of a business, a not-for-profit organization or any element of government.
- b. A member will serve their clients with integrity, competence, objectivity, independence and professionalism.
- c. A member will only accept assignments that the member is competent to perform; and, on a client project, will only assign staff or engage colleagues with knowledge and expertise relevant to the client project.
- d. Before accepting any engagement a member will establish with the client realistic expectations of the objectives, scope, expected benefits, work plan and fee structure of the assignment.
- e. A member will agree in advance with the client on the basis for fees and expenses. A member will charge fees that are reasonable; commensurate with the services delivered, the value created and the risk or responsibility accepted.
- f. A member recognizes that the client's enterprise has many stakeholders whose interests are sometimes divergent, and will seek to balance and reconcile these different interests in their guidance to the client.
- g. A member's advice to the client will be delivered with independence and courage; always focusing on the long-term best interests of the enterprise as a whole, even when this guidance may lead to actions such as restructuring or retrenchments that may be painful in the short-term.
- h. A member will continually invest in professional development to keep abreast of evolving knowledge within their profession and in areas of technical expertise.
- i. A member will treat all confidential client information appropriately; will take reasonable steps to prevent access to confidential information by unauthorized people and will not take advantage of proprietary or privileged information, for use by the member or others, without the client's permission.
- j. A member will avoid conflicts of interest, or the appearance of such, and will disclose to the client immediately any circumstances or interests that they believe may influence their judgment or objectivity.
- k. A member will offer to withdraw from a consulting assignment when they believe their objectivity or integrity may be impaired.
- l. A member will represent the profession with integrity and professionalism in their relations with clients, colleagues and the general public.
- m. A member will respect the rights of consulting colleagues and consulting firms and will not use their proprietary information or methodologies without permission.

- n. A member will report to appropriate authorities within or external to the client organization any occurrences of malfeasance, dangerous behaviour or illegal activities discovered during the course of an assignment.
- o. A member will not accept commissions, remuneration, or other benefits from a third party in connection with any recommendations to a client without that client's prior knowledge and consent, and will disclose in advance any financial interests in goods or services that form part of such recommendations.
- p. A member will refrain from inviting an employee of an active or inactive client to consider alternative employment without prior discussion with the client.
- q. A member will not advertise their services in a deceptive manner nor misrepresent or denigrate individual consulting practitioners, consulting firms, or the consulting profession.
- r. A member will promote adherence to the Code of Ethics by all other consultants working on their behalf.
- s. A client, a member of the public or a member of the Institute may report any perceived violation of the Code of Ethics to the Institute of Management Consultants. In the event of such complaint a Disciplinary Committee will be convened to investigate and recommend appropriate actions, including but not limited to: mediation, arbitration or sanction against the member concerned.