



## MEMBER NOMINATION PROCESS

The Institute's Board of Directors, with the benefit of a recommendation from the Executive Committee, will periodically consider nominations for membership. The Board will have regard to the eligibility criteria and select new members exhibiting the highest professional standards.

### ELIGIBILITY CRITERIA

In general terms, a nominee must be a senior and experienced practitioner, academic, regulator or judge with substantial interest and experience in a corporate or other role, satisfying the following membership criteria:

- i. Excellence in the candidate's local market;
- ii. Recognition as a leading practitioner, academic, judge or other professional in that local market and internationally;
- iii. Depth of experience in the insolvency field (there being a strong presumption that to qualify for nomination, a candidate must have not fewer than 15 years of experience in the field);
- iv. Significant contributions to the insolvency field and community (for example, through scholarship, advocacy, international work); and
- v. Demonstrated international insolvency credentials.

The candidate must be of excellent character and likely to be willing to actively participate and make a substantive contribution as a member of the Institute.

There is some flexibility with several of the above criteria. The Institute seeks greater geographic diversity, aiming for membership in unrepresented or under-represented regions and countries. There is flexibility where a candidate is from a jurisdiction where there are very few cross-border insolvency matters, or where there is limited insolvency work so that insolvency is only part of the candidate's practice. This flexibility will, for example, be available to be exercised in order to increase the geographic diversity in the Institute's judicial membership. Similarly, consideration will be given to waiving the 15-year requirement where the country or region is under-represented, or where the person's credentials are otherwise outstanding.

### NOMINATION PROCESS

Both the Nominator and the Sponsors must be members of the Institute. Importantly, they may not be a partner, business associate or relative of the nominee.

If the Nominator believes the nominee meets all qualifications but is unable to procure two Sponsors, the Nominator must attach an explanation why this requirement should be waived. (For example, the nominee may be from a country not presently represented within the Institute's membership, and not well known beyond that country.)

The nomination must be accompanied by a detailed CV of the nominee **or** a completed nominee profile in the form attached to this note. Importantly, if the types of information referred to in the nominee profile is not adequately covered in the CV, the required information should instead be included in the letters of nomination and/or sponsorship. That is, an application package needs to address all of the relevant criteria in one way or another so as to provide meaningful information to establish that the high standards of the Institute are being met. If obtaining the information presents a challenge (for example, because the nominee is a judge and does not have a published CV) permission may be obtained from the Membership Committee or EC to approach the nominee to ask for the relevant information.

## WHAT THE NOMINATOR NEEDS TO DO

1. The Nominator needs to:
  - a. Procure a CV, or prepare a nominee profile, and if proposing to include a CV in the nomination package, must ensure that all of the topics set out in the nominee profile are either fully addressed in the CV, or are otherwise addressed in the Nominator's letter of nomination or the Sponsor's letter of support;
  - b. Prepare a letter of nomination satisfying the requirements set out in point 2 below;
  - c. Procure Sponsor letters of recommendation from at least two Institute members; and check that the requirements set out below regarding such letters have been complied with;
  - d. When ready, send the complete package (ie CV or nominee profile, nomination letter and two or more Sponsor letters) to Shari Bedker ([sbedker@iiiglobal.org](mailto:sbedker@iiiglobal.org)) and Annika Wolf ([annika@iiiglobal.org](mailto:annika@iiiglobal.org)).
2. The letter of nomination may be either a letter **or** an email containing the signature block of the Nominator. It must:
  - a. Include the following certification:

*"To the best of my knowledge, the nominee maintains the highest ethical and professional standards in the practice of her/his specialty. Further, I am not a partner, business associate or relative of the nominee."*
  - b. Specify how you have known the nominee, in what capacity, and why you believe the nominee will make a worthy member of the Institute and a contributor to its work. Where not evident from the attached CV/nominee profile, the letter must include detail around the local and international insolvency work of the nominee and the nominee's reputation;
  - c. If not already addressed in the CV or nominee profile, confirmation whether the nominee has more than 15 years' experience in the insolvency field.

## WHAT THE SPONSOR NEEDS TO DO

There need to be two or more Sponsors' letters of recommendation in support of the nomination.

Each Sponsor's letter of recommendation may be either a letter **or** an email containing the signature block of the member. It must:

- a. Include the following certification:

*"To the best of my knowledge, the nominee maintains the highest ethical and professional standards in the practice or his/her specialty. Further, I am not a partner, business associate or relative of the nominee."*
- b. Specify how you have known the nominee, in what capacity, and why you believe the nominee will make a worthy member of the Institute and a contributor to its work. It can. For example, include detail around the local and international insolvency work of the nominee and the nominee's reputation.

Each Sponsor should promptly send the letter/email to the Nominator, so that it may be included in the nomination package.

**NOMINEE PROFILE**

Please attached a detailed CV of the candidate to your submission or fill out the form below as appropriate for the candidate:

**Name:**

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**Profession (attorney, judge, academic, government, financial advisor):**

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**Professional Title:**

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**Organization:**

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**Mailing address:**

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**Email address:**

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**Telephone no.:** \_\_\_\_\_

**Years with insolvency specialization:** \_\_\_\_\_

**Birth Year<sup>1</sup>:** \_\_\_\_\_

**Education (Institutions, Locations, Dates of Graduation, Degrees Awarded):**

**Significant Professional Engagements (if applicable):**

**Professional Activities, Publications, etc.:**

**Honors, Awards, etc.:**

**Other relevant information:**

<sup>1</sup>This request is optional and has no relevance to eligibility for membership. The Institute simply seeks to understand the composition of its membership across a number of measures, including age.