

**Fellows Candidate Information and Application**

Thank you for your interest in CMAA’s Fellows Program! Please review the following to ensure that your candidate information is complete and receives full consideration by the Fellows Selection Committee.

**Overview**

The CMAA Fellows Program honors dynamic and active club industry luminaries. Selection to the Fellows Program is given in recognition to CMAA professional club leaders and who are making a significant impact on the club management community through exemplary service and leadership, accomplishments, and/or other major contributions to CMAA and the club management profession.

The CMAA Fellows Program marks recognition of service to the profession and a call to future service to club management. “CMAA Fellow” is expected to be an honor bestowed upon less than one percent of CMAA’s membership. Fellows represent a diverse community of club leaders who lend their knowledge and insight to the strategic issues facing the club management profession and the industry. Fellows take an active role in CMAA’s mission as mentors, facilitators, thought leaders, innovators, and champions.

**Application Process**

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The CMAA Fellows Program uses a process governed by a Selection Committee comprised of CMAA Fellows as well as members in good standing. Applicants for CMAA Fellows must be peer nominated. The nominee must then complete an application cover page; submit detailed endorsement letters from three colleagues/peers; provide a résumé/curriculum vitae; and compose an essay. The curriculum vitae should document service and involvement with CMAA. The essay is designed to capture the nominee’s thinking on how to foster and give back to the CMAA community.

The Selection Committee reviews all applications and final candidates are invited for individual interviews via phone with multiple committee members. The committee makes the final decision and selects Fellows. New Fellows are announced in February and recognized at the World Conference on Club Management.

A complete application consists of the following:

1. A cover page ([see PDF](https://cmaa.org/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=45376&libID=41654)) that includes:
   * Candidate’s name and contact information
   * Present position and responsibilities
   * Professional certification(s)
   * CMAA Membership information
2. A 500-word narrative/essay that describes the following:

Prompt: *As a CMAA Fellow, what experiences and assets do you hope to share with the CMAA community? How will those contribute to the Association’s overall success?*

1. A curriculum vitae that includes:
   * Educational background
   * Awards, achievements, published articles, presentations
   * Civic and community service
   * CMAA involvement:
     + National Committee service
     + Chapter leadership
     + World Conference (other event) speaker/instructor
     + University support of hospitality course instruction
     + CMAA Idea Fair participation
     + CMAA education credit hours
     + Mentoring and service to peers, young professionals, and students
     + The Club Foundation support
2. Three (3) letters of support from colleagues/industry peers (see below)

**Letters of Support**

Letters of support are limited to 500 words and should be presented on club/company letterhead (not simply an email). **Letters are due by Friday, August 16, 2019.** Contributors may scan and email their letters of support to [*fellowsprogram@cmaa.org*](mailto:fellowsprogram@cmaa.org), or if mailing, they should be addressed as follows:

Club Management Association of America

1733 King Street

Alexandria, VA 22314

Attn: Fellows Selection Committee

Letters will be appended to the complete the candidate’s submission package.

**Application Materials**

The above referenced materials (aside from the letters of support, which must be sent directly to CMAA on candidate’s behalf) should be submitted electronically as a single PDF, in the same numeric order listed in the **Application Process** section, to CMAA at [*fellowsprogram@cmaa.org*](mailto:fellowsprogram@cmaa.org).

Please include your name and “CMAA Fellows Program” in the subject line. **All application materials are due by 11:59 p.m. EDT on Friday, August 16, 2019.**