

Application to become a Member of the IAM (MIAM) or Fellow of the IAM (FIAM)

Applicant Guidance for Application Proposers

Selecting a Proposer

Applications to become a Member or Fellow of the IAM must be supported by a Proposer. Where possible, your Proposer should be a Member or Fellow of the IAM, but it is recognised that in some industries or locations this is not always possible. If it is not practical to provide a Proposer who is a Member or Fellow of the IAM, the Proposer should be a member of another professional body that is recognised in the country where the application is being made. It is essential that your Proposer has direct knowledge of your work and experience in asset management.

Your Proposer must not be a relative and would usually be your line manager, project manager, mentor, senior colleague or professional head.

What your Proposer will be expected to do

Your Proposer must be able to, to the best of their knowledge:

- ✓ Verify your claimed responsibility and experience.
- ✓ Certify copies of your degree or other professional certificates if you are using qualifications other than the IAM Certificate or Diploma to support your application. You must upload these certificates with your membership application.
- ✓ Make a statement to the effect that you are suitable to be a member of a professional body and be satisfied that you will abide by and uphold the IAM's Code of Conduct.

Your Proposer will be asked to state his or her professional qualifications and professional relationship to you. The IAM reserves the right to request evidence of your Proposer's professional qualifications or affiliations and to discuss your application with your Proposer if necessary.

What happens next?

Once you have identified someone who is willing to act as your Proposer, you will need to gain their permission to provide their email address and phone number to the IAM. The IAM will then contact the Proposer by email, normally within four weeks, asking them to fill in a short online questionnaire about your application.

In order to access and complete the questionnaire, your Proposer will need to be signed in to the IAM website (instructions will be provided in the email for those that do not already have an account).

Please check the progress of your application regularly to ensure that your Proposer responds within two weeks of the IAM contacting them. It may be necessary for you to contact your Proposer personally to remind them to respond to the IAM's email.

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Suitability

You have been nominated to act as the Proposer for an applicant for full membership of the Institute of Asset Management (IAM). Full details of the IAM and its membership structure can be found at theIAM.org.

It is not a requirement that Proposers be a Member or Fellow of the IAM, but for security reasons you need to have an account on the IAM website. If you don't have one, you can easily create one at theIAM.org. If not a Member or Fellow of the IAM, you should be a member of another professional body that is recognised in the country where the application is being made. It is essential that you have direct knowledge of the applicant's work and experience in asset management.

You must not be a relative of the applicant.

What you will be expected to do

You must be willing, to the best of your knowledge:

- ✓ To verify the applicant's claimed responsibility and experience.
- ✓ Certify copies of the applicant's degree or other professional certificates if he or she is using qualifications other than the IAM Certificate or Diploma to support their application.
- ✓ Make a statement to the effect that the applicant is suitable to be a member of a professional body and be satisfied that you will abide by and uphold the IAM's Code of Conduct.

What happens next?

The applicant should ask you to act as his or her Proposer before starting an application for membership to the IAM. Within four weeks of the applicant submitting an application, you will receive an email from the IAM asking you to complete a short online questionnaire about the applicant. You will be able to view the applicant's submission online.

We ask that all Proposers try to complete the questionnaire within two weeks. If you have any queries, please contact Membership@theIAM.org.

Please be prepared to discuss the application with a representative of the IAM Membership Committee if necessary.

The IAM may ask you to provide further evidence of your own qualifications and experience to ensure you are qualified to act as Proposer. This is unlikely, but may be necessary for applications where the Membership Committee may not be familiar with the structure of professional institutions and qualifications in the industry or country in which the applicant is based.