



BOMA International Fellows Program

Frequently Asked Questions

What is the BOMA International Fellows Program?

The BOMA International Fellows Program, launched in 2011, is among BOMA International's highest honors. It recognizes and honors BOMA members for exemplary and sustained contributions to the industry, their profession, the community and BOMA at all levels, and is a call to continued leadership and service.

Why did BOMA International establish the Fellows Program?

BOMA values long-time volunteers and highly engaged members for their contributions to the industry, the association and the community. The program provides recognition to individuals for outstanding contributions and also provides BOMA International with access to the best, brightest and most accomplished BOMA members to serve in a variety of capacities. The program provides these accomplished individuals with a credential they can proudly use and display and is a terrific forum for actively engaging these individuals in BOMA activities and initiatives.

What role do BOMA Fellows play in BOMA International?

BOMA Fellows will be called on to serve in a variety of capacities. These may include: teaching BOMA courses or leading conference sessions or other presentations; writing articles for the BOMA Magazine; serving on a review team for a new BOMA product or publication; serving as a mentor or advisor to a young professional or new member; helping to identify future BOMA leaders; contacting members to raise awareness regarding a legislative, regulatory or other industry issue; participating in community service projects; and serving as thought leaders to identify future trends and issues affecting the industry and the association. BOMA Fellows will be asked to identify specific areas of interest so that they can be matched with activities that suit their interest and experience.

Who is eligible to become a BOMA Fellow?

The program is open to BOMA International principal, allied/associate, international and life members. Candidates are required to be a BOMA International member for a minimum of ten (10) years (consecutive or cumulative) and be an active member in good standing at the time of application.

How often will BOMA Fellows be selected?

Fellows will be selected and honored once per year and announced at the BOMA International annual conference in June. The nomination process will open up in late fall/early winter. Applications will be due by late winter/early spring. Judging will take place in the spring, and successful candidates will be notified before the June convention. Specific deadline dates will be advertised annually.

How are members nominated for the Fellows Program?

Every candidate must be nominated; self-nominations are not permitted. A candidate may be nominated by a BOMA local association or any BOMA member. A BOMA local association or member may nominate only one candidate per year. BOMA International will provide nomination forms, complete instructions and submission deadline dates.

How many members from any one BOMA local association can be nominated in any given year?

If a BOMA local, as an organization, wishes to nominate a candidate, it may nominate only one candidate; however, there is no limit to the number of candidates that may be nominated from any given BOMA local association. For example, BOMA "X" may nominate a candidate from its local association; however, additional candidates from that local association may be nominated by other members from that local association or elsewhere.

May a BOMA member from one BOMA local association nominate a candidate from another?

Yes. Any BOMA member may nominate any other BOMA member, regardless of local association affiliation.

How are nominations submitted?

All nominations must be submitted in writing using the form provided by BOMA International. The nominator must provide contact information for the candidate and attest to the candidate's eligibility and interest.

What happens once a candidate is nominated?

After verifying that candidates meet the membership eligibility requirements, BOMA International will contact all candidates and request they submit their applications for the Fellows Program. Guidelines to candidates will be provided at that time. Any candidate who is nominated may elect not to apply.

What types of information are candidates required to submit with their application?

The selection criteria include the following:

Education

- Formal education (college) and degrees
- Industry and other business designations
- Other relevant and significant industry or business education and training

Experience

- Industry work history, including responsibilities and contributions
- Relevant business work history outside the industry
- Paid or unpaid internships, sabbaticals or special assignments

Leadership

- Leadership roles/positions in BOMA International, BOMA regions and BOMA local associations, with emphasis on BOMA International involvement
- Leadership roles/positions in other commercial real estate or relevant business organizations
- Corporate leadership roles/positions
- Research, teaching, mentoring
- Public speaking, publishing

Community Involvement

- Leadership and volunteer activities in clubs, charities and community and/or alumni organizations

Honors and Awards

- Individual honors and awards within and outside BOMA and the industry
- May also include achievements for properties, such as BOMA 360, BOMA BEST, TOBY®, LEED®, ENERGY STAR®, other

Candidates will also be required to complete an essay on a selected topic and include three (3) letters of recommendation, at least two (2) of which must be from BOMA members. Candidates may be asked to complete an interview with a judge.

Is there a limit to the number of applications that will be considered in any given year or the number of Fellows that will be confirmed?

No. BOMA International does not anticipate placing a limit on the number of applications that can be submitted or the number of Fellows who may be confirmed in any given year; however, not everyone who applies will be admitted to the program. Each section of the application will be scored and weighted, and consideration will be given to letters of reference and results of applicant interviews. The criteria and judging process will be

stringent in order to identify the most worthy candidates for the BOMA Fellows credential.

Who will judge the BOMA Fellows applications?

Applications will be judged, and Fellow status awarded, by a panel of BOMA Fellows. In the initial year of the program, the panel will be composed of a committee of selected BOMA International past officers, executive committee members and others.

How many judges will serve on the panel?

The number of judges may vary based on the number of applications received in any given year; however, on the average, we expect 7-9 judges will serve at any given time.

If a candidate is not selected, may he/she apply again?

Yes. Any candidate who is not selected may apply again in subsequent years; however, they must be nominated again. There is no limit to the number of times a candidate may be nominated and submit an application.

Is there a fee to apply?

A non-refundable fee of \$250 must be submitted with every application. If a candidate is not selected, the application fee will be waived for the next year he/she re-applies. There is no fee to nominate a candidate.

Who is responsible for paying the application fee?

The candidate is responsible for submitting the application and paying the application fee. A local BOMA association may elect to pay the fee on behalf of the candidate, but that is between the local association and the candidate. Ultimately, it is the candidate's responsibility to submit the fee.

What type of credential will be awarded to successful BOMA Fellows candidates?

Those selected as BOMA Fellows will be permitted (and required) to use the words "BOMA Fellow" after their name. Fellows will receive a plaque, trophy and/or certificate and pin. Fellows will be announced at the BOMA annual conference, in press releases, in the BOMA magazine, on the BOMA Web site, etc. Marketing tools will be provided to BOMA local associations and to Fellows for their use.

What other benefits will BOMA Fellows enjoy in addition to recognition and use of the BOMA Fellows credential?

BOMA Fellows will receive VIP status at various BOMA International events, to include invitations to VIP receptions and programs and other special considerations and recognition. Fellows-only programs and events may also be scheduled. As the program

evolves, Fellows will have the opportunity to design and participate in exclusive programs and retreats and participate in strategic conversations that support their networking and business and professional development goals.

How does the BOMA Fellows program differ from BOMA Life Membership?

Life members are *generally* honored at the end of their careers when they are no longer eligible for BOMA membership (note, however, that life members are eligible to apply to the Fellows program as long as they meet other criteria). Life membership provides an opportunity for these individuals to stay connected with BOMA, attend events, etc. Life members are recognized for years of BOMA service, while Fellows are evaluated on a broader range of criteria. Fellows are expected to remain active in BOMA and may be called on to serve as teachers, mentors, advisors and ambassadors for a variety of BOMA initiatives.

Once a BOMA member becomes a BOMA Fellow, is he/she a BOMA Fellow for life?

Yes, once a BOMA Fellow earns the credential, he/she is a BOMA Fellow for life. All BOMA Fellows, however, must agree to abide by the BOMA Fellows Code of Ethics (to be developed by the Fellows themselves once the program is established) and are expected to remain active in BOMA and support BOMA activities as long as they are able to do so.

Where can I find additional information or application forms?

Additional information about the BOMA Fellows program can be found on BOMA International's Web site, www.boma.org. Or, write to bomafellows@boma.org.