



## **BOMA International Fellows Program**

### ***Candidate Criteria Details***

#### **Eligibility**

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.

#### **Nominations**

Every candidate must be nominated; *self-nominations are not permitted*. A candidate may be nominated by a BOMA local association or any BOMA member. Nominations must be submitted in writing using the nomination form provided by BOMA International. This form may be downloaded from [www.boma.org/awards/boma-fellows](http://www.boma.org/awards/boma-fellows). Nominations open each year in October and close in mid-December.

#### **Candidate Application**

Following receipt of nomination, BOMA International will contact all candidates and provide a candidate application and instructions. Candidates are required to complete the application, along with the essay response and letters of recommendation, and submit to BOMA International along with a \$250 application fee. Any candidate nominated for the BOMA Fellows Program may elect not to submit an application, and therefore not be considered. Completed applications are due back to BOMA no later than March 15.

There are six (6) sections on the candidate application. Candidates will be asked to respond to the following questions in each category:

#### **Section I – Education (weight = 10%)**

- Formal education (college) and degrees held
  - List name of education institution(s) and degree(s) earned (i.e. Associates, Bachelors, Masters, PhD) and dates earned. Also list any degrees pending/in process, including anticipated completion dates.

- Industry or business designations
  - List any and all industry designations held (i.e. RPA, CPM, CCIM, etc.) and any business designations or certifications held (i.e. CPA, other), and dates earned. Also list any designations or certifications pending/in process, including anticipated completion dates. Do not include building certifications (i.e. BOMA 360®, LEED®, etc.) in this section.
- Other relevant or significant education/training
  - List participation in other relevant and significant industry or business education or training programs (example: BOMA Harvard program, college or other organization certificate programs, etc.). Attendance at BOMA and other annual conferences and programs may also be listed here. List name of program, sponsor, dates attended, and certificate(s) earned, if applicable. Program sponsors may include BOMA, other commercial real estate sponsors, colleges or universities, or other business/organization sponsors.

## **Section II – Experience (weight = 15%)**

In the following categories, list employer (company), location, dates employed and title/position, starting with current or most recent. Describe responsibilities and major accomplishments or contributions:

- Industry work history
  - List positions in the commercial real estate industry or with companies providing products and services to the commercial real estate industry.
- Relevant work history outside the industry
  - Include any management positions in other business or academic organizations or companies outside the commercial real estate industry.
- Other
  - List any paid or unpaid internships, sabbaticals or special assignments.

## **Section III – Leadership (BOMA and Other) (weight = 45%, with emphasis on BOMA INTERNATIONAL positions and activities)**

- BOMA Leadership Positions
  - List volunteer leadership roles/positions in BOMA International, BOMA regions and BOMA local associations. Include offices held; committees

(as chair, vice chair or member); involvement in planning/executing special programs/events; and other leadership activities (example: representing BOMA in some official capacity, such as giving testimony before a legislative or regulatory body). Provide dates for all of the above and other pertinent information, such as major accomplishments or contributions.

- Other Industry or Business Leadership Positions
  - List other volunteer leadership roles/positions in other commercial real estate associations or organizations and/or relevant business organizations. Provide dates and other pertinent information.
- Corporate Leadership Roles/Positions
  - May include assignments or activities outside normal work responsibilities (examples: organizing a corporate-sponsored charity event or heading up an ad hoc team to lead a major initiative or special assignment outside of day-to-day work responsibilities).
- Other BOMA or Business Leadership Activities
  - Use this area of the application to list teaching, mentoring, public speaking and writing/publishing (books, articles, etc.) or research activities in or outside BOMA and in or outside the commercial real estate industry. Provide approximate dates if available and other pertinent information, such as subject matter addressed and any special accomplishments.

#### **Section IV – Community Involvement (weight = 10%)**

- In this section, provide information on leadership and volunteer activities in clubs, charities, alumni organizations, community and civic organizations and government. Provide dates, description of activities and any major accomplishments or contributions.

#### **Section V – Honors and Awards (weight = 10%)**

- In this section, include any personal honors and awards received from BOMA, other industry organizations or other business organizations (example: chairman of the year award; member of the year award, etc.). Include title of award, date of recognition, and sponsoring organization.
- Include any achievements for properties you directly oversee/manage, such as BOMA 360®, TOBY®, BOMA BEST, LEED®, Green Globes®, ENERGY STAR®, other.

## **Section VI – Essay (weight = 10%)**

- Candidates will be required to submit an essay on a topic to be determined. Topics will vary from year to year, and may address management or industry issues or trends; or, candidates may be asked to expound on personal qualifications and goals. Typical essay responses may range from 350-500 words.

## **Letters of Recommendation**

Each candidate will be required to submit three (3) letters of recommendation with their application. At least two (2) of these letters must be from BOMA members. The letters should be addressed to the BOMA Fellows Judging Panel and must be included with the application (cannot be sent separately). These letters of recommendation should address the candidate's qualifications and accomplishments. More specific information will be forwarded with the application instructions.

## **Candidate Interviews**

Candidates may be interviewed by phone by a member of the BOMA Fellows Judging Panel. The interview may address information provided on the candidate application and/or essay, or may provide the opportunity for candidates to address how they plan to contribute to BOMA goals and activities if selected to be a BOMA Fellow.

## **Important Dates for 2016-17**

Oct. 1, 2016	Nominations open
Dec. 15, 2016	Nominations must be received by BOMA International
Jan. 6, 2017	BOMA sends application to all candidates
Mar. 13, 2017	Completed applications, essays and letters of recommendation must be received by BOMA International
May 12, 2017	BOMA notifies candidates
June 27, 2017	2017 Class of Fellows recognized at the BOMA International Conference, Washington, DC

## **Questions?**

For more information, [www.boma.org/awards/boma-fellows](http://www.boma.org/awards/boma-fellows) or write [bomafellows@boma.org](mailto:bomafellows@boma.org).