

2024

Emerging Leader

AWARD

SUBMISSION GUIDEBOOK

**BOMA**  
New Brunswick • Prince Edward Island

# 2024 EMERGING LEADER AWARD

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All questions regarding the 2024 BOMA NB/PEI Awards should be addressed to:  
Executive Director at (506) 384-2483 or e-mail: [staff@bomanbpei.com](mailto:staff@bomanbpei.com)

# General Information

## Introduction

The purpose of the Emerging Leader Award recognizes individuals within the Commercial Real Estate Industry who have demonstrated excellence, team leader and is aspiring to be the next leaders in the profession.

The award recognizes Leadership, Initiative, and/or services to the commercial real estate community.

The award will be presented to individuals 35 years of age or younger who have showed significant contribution to their organizations and /or within the Commercial Real Estate Industry.

## Important Dates

<b>January 9, 2024</b>	Call for Entries
<b>March 22, 2024</b>	<b>Deadline for submissions at 4p.m.</b>
<b>March 25 to April 5, 2024</b>	Evaluation of submissions and building visits by judges
<b>April 25, 2024</b>	Winners recognition will be announced at our 2024 Awards Breakfast- Moncton, NB
<b>April 26, 2024</b>	Winner recognition sent out (via e-notice, LinkedIn, Twitter and Facebook)
<b>July 15, 2024</b>	Deadline for submissions to BOMA Canada
<b>September 26, 2024</b>	National BOMA Awards Gala during BOMEX 2024 in Vancouver, BC.

## Terms & Conditions

By applying to the Emerging Leader Awards program, you acknowledge and accept the following terms and conditions: Judging results are independently verified by BOMA NB/PEI. All results are final and are not subject to appeal. Judges are industry representatives who volunteer their time and expertise for this program. The BOMA NB/PEI Awards Committee that establishes our criteria is also comprised of industry representatives. Any concerns or issues with regards to the judging of submissions must be made known immediately to the BOMA NB/PEI office prior to the judging audit or the results being provided to the entrant.

## General Information (continued)

### Registration Information

- The first step is to register online at [www.bomanbpei.com](http://www.bomanbpei.com)
- When your registration is done, you will get the instructions for the next steps
- The applicant must work on completing their full submission in accordance with this guidebook
- Once finished all completed submissions (including applicable attachments) can be sent by email to:
  - Executive Director at [staff@bomanbpei.com](mailto:staff@bomanbpei.com)
- Only the accredited judges and BOMA NB/PEI management will have access to those documents

### Procedure

- Carefully read the entry requirements / guidebook
- Compile the required documents and information
- Ensure to proof read your submission for typos and grammar
- Make sure all photos are high resolution
- Respect the deadlines

### Eligibility

- Nominees must be a BOMA NB/PEI member to be eligible
- Only Emerging Leaders are eligible for this award
- An Emerging Leader is defined as a BOMA member working full-time in commercial real estate either in property management or as a supplier and who is 35 years of age or younger. Year over year eligibility. (No organization shall be eligible to submit an entry for consideration if they have previously won an award for the same set of events/circumstances)
- Note the winner of this competition is eligible to enter in the 2024 BOMA Canada national awards competition. Please visit [www.bomacanada.ca](http://www.bomacanada.ca) for more information

### Registration Fees

- Fee: \$150 + HST
- E-transfer to [staff@bomanbpei.com](mailto:staff@bomanbpei.com)
- Credit Card by calling (506) 384-2483 (processing fee may apply)
- Cheques must be made payable to:

**Building Owners and Managers Association of New Brunswick Inc.**  
P.O. Box 1, Stn Main  
Moncton, NB E1C 8R9

# Submission Guidelines

## Requirements

As a part of the BOMA NB/PEI sustainability initiative, electronic submissions are preferred and encouraged; in PDF format, only. Complete submission can be sent by: email to Executive Director at [staff@bomanbpei.com](mailto:staff@bomanbpei.com)

The following items will be required as part of your **formal entry package**:

1. A cover sheet stating the following must be included:
  - Name of Emerging Leader
  - Name
  - Phone number and address of the person who will receive all correspondence.
2. Sections A and B below describe the components to be addressed in writing. Ensure that the **written submission does not exceed the maximum number of 1000 words/3 pages**. You are encouraged to include any additional information that you feel will assist the judges (as long as it does not exceed the maximum number of pages permitted).
3. Submissions must be made on company letterhead using your company standard issue presentation covers.
4. A digital vector line or high-resolution JPG/TIFF copy of your corporate logo and individual must be provided via email to [staff@bomanbpei.com](mailto:staff@bomanbpei.com)

## Onsite / Mandatory Documents

### “Emerging Leader” Interviews

A survey will be conducted by the judges of your client(s) or employees and contractors. They survey questions will be based on Sections A & B

- Provide client name(s), position, and contact number

### Summary of Judges’ Scoring

Judging of the entry will be based on your written submission and meeting all the submission requirements as listed on page five and six.

A minimum of 70% or 70 points must be earned to be eligible. Please refer to the judging sheet on **page 7**.



# COMPLETE GUIDEBOOK

## Written Submission & Supporting Attachments

### SECTION A : WRITTEN SUBMISSION

Your written submission should support the bullets below describe the components to be addressed in writing.

Ensure that the written submission does not exceed the maximum number of pages permitted (3 including the cover sheet)

Supporting documentation must be provided, demonstrating evidence on how the selection criteria have been achieved.

This documentation, when combined with the written submission, should not exceed the maximum number of pages permitted (**3 including the cover sheet**)

• Award nominees will be evaluated on:

- Job performance
- Professionalism
- Innovation
- Leadership
- Team building.

### SECTION B : QUESTIONNAIRE

Please answer the following questions as they apply to your company. Collectively all questions noted below totals a score of 75 points (as indicated in brackets).

How has the Nominee made an impact on their Employer?

How has the Nominee demonstrated effective leadership skills and specific abilities?

What types of innovations is the Nominee responsible for at their work or in the industry?

List any involvement BOMA NB/PEI and/or any other local or national organizations.

# BOMA NB/PEI 2024 Emerging Leader Award – Judging Sheet

Company: \_\_\_\_\_ Local: \_\_\_\_\_

Name of Emerging Leader: \_\_\_\_\_

CRITERIA		SCORE	SCALE	COMMENTS
A	Job Performance		15	
B	Professionalism		15	
C	Innovation		15	
D	Leadership		15	
E	Team Building		15	
<b>TOTAL</b>			<b>75</b>	

Judges: \_\_\_\_\_ Date: \_\_\_\_\_