

2024

Member of the Year Award

AWARD

SUBMISSION GUIDEBOOK

BOMA
New Brunswick • Prince Edward Island

2024 MEMBER OF THE YEAR 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

General Information

Introduction

BOMA NB/PEI Member of the Year Award honors a member of a local association who has demonstrated leadership, initiative, and/or service to the commercial real estate community. The award recognizes activity during the previous calendar year, rather than service rendered over many years.

Important Dates

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

Terms & Conditions

By applying to the Member of the Year 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
- 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
- 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
- Note the winner of this competition is eligible to enter in the 2024 BOMA Canada national awards competition. Please visit www.bomacanada.ca for more information

Registration Fees

- Fee: \$150 + HST
- E-transfer to 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 Heather Ferguson at 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 Member
 - Name of application participant
 - 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

Onsite / Mandatory Documents

“BOMA Member” 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**)

The following items are required as part of your Formal Entry package:

- Submission must be in an 8 ½" x 11" resume format submitted in a PDF file (Submission should be limited to 2-4 pages, single or double spaced acceptable.
- Cover sheet stating the following must be included: Name of Entrant, Company, contact phone number and email address

SECTION B : QUESTIONNAIRE

• Written descriptions to be submitted for each of the following criteria:

- Leadership Skills demonstrated (this must include a letter from the local association describing these skills). (30 points)
- Participation in BOMA- committee involvement; local, regional (national) or international. (30 points)
- CRE Community Contribution - time and impact to the CRE community. (20 points)
- BOMA Education – earned and/or delivered: professional designations, continuing education, seminars, conferences, instructor, panelist, subject matter expert (20 points)
 - Photograph: One color photo (minimum 300 dpi) electronic format (jpg).

BOMA NB/PEI 2024 Member of the Year Award – Judging Sheet

Company: _____ Local: _____

Name of Member: _____

CRITERIA		SCORE	SCALE	COMMENTS
A	Leadership Skills		30	
B	Participation in BOMA		30	
C	CRE Community Contribution		20	
D	BOMA Education / Sessions/ Additional Credentials		20	
	TOTAL		100	

Judges: _____ Date: _____