

BOMA CALGARY EXCELLENCE AWARDS
2023

EMERGING LEADER OF THE YEAR GUIDEBOOK



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INTRODUCTION

The BOMA Calgary Emerging Leader Award recognizes individuals in the Commercial Real Estate Industry who have demonstrated excellence, inspired their team members and are well on their way to becoming the next leaders in the profession. This award recognizes leadership, initiative, and/or service to the commercial real estate community. The award will be presented to individuals 35 years of age or younger who have significantly contributed to their organization and/or the Commercial Real Estate Industry.

BOMA Calgary is actively involved in recognizing companies and individuals for their efforts to instill excellence in our industry. The purpose of the Health & Safety Award to promote excellence in best practices and in the commercial real estate industry.

RULES AND REGULATIONS

Eligibility Requirements

To submit an entry for BOMA Calgary Emerging Leader Award:

- Entries cannot be self-nominated and must be nominated by another BOMA Calgary member
- Nominee must be a member of BOMA Calgary or employee of a BOMA Calgary member in good standing. Specifically, all membership fees, and any other debt, must be paid prior to entry.
- 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 (at time of nomination/entry locally).
- Must not have won the same award in a previous year.

The local winner of this award will automatically be entered into the national competition at no extra cost.

Submission Guidelines

Applicants are asked to complete a Building Operator Award registration form online via [the BOMA awards page](#) by 4:00 pm on February 10th, 2023 Fee: Free

Full submissions are due by 4:00 pm on February 28th, 2023.

Submission Format

Applicants are asked to submit an online registration form (i.e. intent to enter) to BOMA Calgary by 4 p.m. on January 31st, 2023. Once registration has been received by the BOMA Office, the entrant will then have access to document submission links.

Full submissions are due by 4:00 pm on February 28th, 2023. Electronic submissions are preferred and encouraged; in PDF format only (Complete Submission can be uploaded to the submission link shared with your main contact, sent by email to Jay at Jay.Islam@boma.ca or mail USB to the BOMA Calgary office).

For questions, please contact Jay Islam at Jay.Islam@boma.ca.

Written Submission Requirements

Please provide the following as part of your Formal Entry package:

- A cover sheet stating the following must be included: Name of Entrant, Company, contact phone number and email address
- A high resolution (EPS, PNG, JPG) headshot of the individual and logo of the individual's company must accompany the entry. (These images may be used during the awards gala and in post-event editorial coverage)
- A written submission supporting the efforts and achievements that qualifies the entrant as an Emerging Leader. (Minimum 600 words/Maximum 1,000 words) total entry must not exceed 3 pages including the cover sheet)
- 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

SUMMARY OF JUDGES' SCORING

Judges to verify the following:

Cover Sheet with Nominee Information (required)	Y/N	_____
Competition Photos	Y/N	_____
Written Submission (Total)	0-100	_____
Job Performance	0-20	_____
Professionalism	0-20	_____
Innovation	0-20	_____
Leadership	0-20	_____
Team Building	0-20	_____
GRAND TOTAL	0-100	_____

Judges Name (Print)

Judges Signature

