

**BOMA CALGARY EXCELLENCE AWARDS  
2023**

**MALCOLM BRYCE STAFF MEMBER OF THE YEAR GUIDEBOOK**



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## INTRODUCTION

The BOMA Calgary Malcolm Bryce Member of the Year Award recognizes individuals in the Commercial Real Estate Industry who have demonstrated leadership, initiative, exceptional volunteerism and/or service to the commercial real estate community. The award recognizes activity during the award cycles, rather than service rendered over many years.

BOMA Calgary introduced the Malcolm Bryce Award many years ago as a tribute to one of BOMA Calgary's founders and it pays homage to the spirit of volunteerism. This award acknowledges the unselfish and dedicated contributions of energy, knowledge and wisdom, and time. It is BOMA's way of extending appreciation for everything volunteers and our members do to make the association so vital. This year, we have changed the award to allow you, our valued members, to nominate those in our community who have gone above and beyond their job descriptions and helped improve the commercial real estate community in general.

## RULES AND REGULATIONS

### Eligibility Requirements

To submit an entry for BOMA Calgary Malcolm Bryce Member of the Year Award:

- Entries cannot be self-nominated and must be nominated by another BOMA Calgary member
- Nominee must be a member of BOMA Calgary or employees of a BOMA Calgary member in good standing. Specifically, all membership fees, and any other debt, must be paid prior to entry.
- Property Management and Service Suppliers members are eligible for this award
- 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 Malcolm Bryce Award registration form online via [the BOMA awards page](#) by 4:00 pm on February 10<sup>th</sup>, 2023 Fee: None

Full submissions are due by 4:00 pm on February 28<sup>th</sup>, 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 February 10<sup>th</sup>, 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 28<sup>th</sup>, 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](mailto:Jay.Islam@boma.ca) or mail USB to the BOMA Calgary office).

For questions, please contact Jay Islam at [Jay.Islam@boma.ca](mailto: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 for the award (Minimum 600 words/Maximum 2,000 words) total entry must not exceed 4 pages including the cover sheet)
- Written descriptions to be submitted for each of the following criteria:
  - **Leadership Skills Demonstrated** (30 points)
  - **CRE Community Contribution/Volunteerism** - time and impact to the CRE community, this may include volunteered time (30 points)
  - **Industry Knowledge Demonstrated** - earned and/or delivered: professional designations, continuing education, seminars, conferences, instructor, panelist, subject matter expert (30 points)
  - **Participation in BOMA**- committee involvement and session attendance/participation at any level: local, regional (national) or international. (10 points)



## 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	_____
Leadership Skills Demonstrated	0-30	_____
CRE Community Contribution	0-30	_____
Industry Knowledge Demonstrated	0-30	_____
Participation in BOMA	0-10	_____
<b>GRAND TOTAL</b>	<b>0-100</b>	<b>_____</b>

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Judges Name (Print)

Judges Signature

Date Signed

