



BOMA INTERNATIONAL OFFICER TIME COMMITMENTS

The time commitments listed below are *estimates of travel* and fluctuate from year to year depending on availability, budget and need.

The travel outlined are those that are typically included within the annual budget. This ensures that all planned travel activities are financially supported and accounted for throughout the year.

Our goal is to manage travel between the Officers and Senior Staff, Executive Committee, and others including BOMA Fellows who can be effective representatives to ensure Officers are successful in their professional roles as well as volunteer roles. With the exception of Executive Committee Meeting, Winter Business Meeting, and Annual Conference, the Chair and Chief Elected Officer has the discretion to decline travel and delegate the responsibility to another member of the Executive Committee, a BOMA Fellow or Senior staff if deemed necessary.

All travel arrangements and reimbursement requests must adhere to BOMA International's Travel and Expense Policy.

Chair and Chief Elected Officer

5 Days	Winter Business Meeting (over a weekend)	Paid by BOMA
6-7 Days	Annual Conference (over a weekend)	Paid by BOMA
3 Days	Spring Governance Meeting (Legislative Fly-In Symposium)	Paid by BOMA
3 Days	National Advisory Council (NAC) Spring Meeting	Paid by BOMA
3 Days	Officer's Summer Planning Meeting	Paid by BOMA
3 Days	Fall Governance Meeting	Paid by BOMA
15 Days	When invited Local Association Events/Regional Conferences	Paid by BOMA
3 Days	BAE Fall Leadership Conference	Paid by BOMA
3 Days	National Advisory Council (NAC) Fall Meeting	Paid by BOMA
3 Days	Medical Real Estate Conference	Paid by BOMA

8-14 Days	International Affiliate Events (International travel - This commitment fluctuates year-to-year.)	Paid by BOMA
8 Days	Real Estate Roundtable (RER) Meetings	Paid by BOMA

Estimated time commitment 66-70 days excluding any optional travel

Potential for additional travel to other industry conferences (i.e., Greenbuild, IFA, IREM, Realcomm, etc.) If requested by BOMA to conduct BOMA business, expenses will be paid by BOMA.

Additionally:

Frequent one-hour (minimum) virtual meetings for the Executive Committee and Executive Staff.

Additionally, many hours reviewing information, e-mails, and interacting with members, leadership and staff.



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Chair-Elect

5 Days	Winter Business Meeting (over a weekend)	Paid by BOMA
7 Days	Annual Conference (over a weekend)	Paid by BOMA
3 Days	Spring Governance Meeting	Paid by BOMA
1-2 Days	Varies – Legislative Fly-in Symposium	At your own expense unless there is an immediate need from BOMA – preapproval required
3 Days	National Advisory Council (NAC) Spring Meeting	Paid by BOMA
3 Days	Officer's Summer Planning Meeting	Paid by BOMA
3 Days	Fall Governance Meeting	Paid by BOMA
3 Days	National Advisory Council (NAC) Fall Meeting	Paid by BOMA
3 Days	If asked to attend in place of the Chair invited to represent BOMA International at Local Association Events or Regional Conferences. Expenses to individual's regional or local meetings are not paid by BOMA.	Paid by BOMA, subject to approval.

Estimated time commitment 31-32 days excluding any optional travel

Potential for additional travel to Medical Real Estate Conference, BAE Fall Leadership Conference, and other industry conferences (i.e., Greenbuild, IFMA, IREM, Realcomm, etc.)

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Additionally:

Frequent one-hour (minimum) virtual meetings for the Executive Committee and Executive Staff.

Additionally, many hours reviewing information, e-mails, and interacting with members, leadership and staff.



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Vice Chair

5 Days	Winter Business Meeting (over a weekend)	Paid by BOMA
7 Days	Annual Conference (over a weekend)	Paid by BOMA
3 Days	Spring Governance Meeting	Paid by BOMA
1-2 days	Varies - Legislative Fly-In Symposium	At your expense unless there is an immediate need from BOMA – preapproval required.
3 Days	Officer's Summer Meeting	Paid by BOMA
3 Days	Fall Governance Meeting	Paid by BOMA

Estimated time commitment 22-23 days excluding any optional travel representing BOMA International.

Additionally:

Frequent one-hour (minimum) virtual meetings for the Executive Committee and Executive Staff.

Additionally, many hours reviewing information, e-mails, and interacting with members, leadership and staff.



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Secretary/Treasurer

5 Days	Winter Business Meeting (over a weekend)	Paid by BOMA
7 Days	Annual Conference (over a weekend)	Paid by BOMA
3 Days	Spring Governance Meeting	Paid by BOMA
1-2 days	Varies - Legislative Fly-In Symposium	At your expense unless there is an immediate need from BOMA – preapproval required.
3 Days	Officer's Summer Planning Meeting	Paid by BOMA
3 Days	Fall Governance Meeting	Paid by BOMA

Estimated time commitment 22-23 days excluding any optional travel representing BOMA International.

Additionally:

Frequent one-hour (minimum) virtual meetings for the Executive Committee and Executive Staff.

Additionally, many hours reviewing information, e-mails, and interacting with members, leadership and staff.



BOMA INTERNATIONAL EXECUTIVE COMMITTEE MEMBER TIME COMMITMENTS

The time commitments listed below are *estimates of travel* and fluctuate from year to year depending on availability, budget and need.

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Our goal is to manage travel between the Officers and Senior Staff, Executive Committee, and others including BOMA Fellows who can be effective representatives. The Chair and Chief Elected Officer has the discretion to decline travel and delegate the responsibility to another member of the Executive Committee, a BOMA Fellow or Senior staff if deemed necessary.

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Principal/Associate/Emerging Professional/BAE

5 Days	Winter Business Meeting (over a weekend)	At your expense
6 Days	Annual Conference (over a weekend)	At your expense
3 Days	Spring Governance Meeting	Paid by BOMA
1-2 days	Varies - Legislative Fly-In Symposium	At your expense unless there is an immediate need from BOMA – preapproval required.
3 Days	Fall Governance Meeting	Paid by BOMA

Estimated time commitment 18 days excluding any optional travel representing BOMA International.

Additionally:

Frequent one-hour (minimum) virtual meetings for the Executive Committee and Executive Staff.

Additionally, many hours reviewing information, e-mails, and interacting with members, leadership and staff.