

BOMA International Executive Committee

Candidate Guide & Nomination Process

Purpose: Help prospective candidates understand the responsibilities, expectations, and nomination process for service on the BOMA International Executive Committee. The Executive Committee serves as BOMA International's working board, carrying significant fiduciary, strategic, financial, and ambassador responsibilities on behalf of the organization and its members.

What Executive Committee Service Requires

Executive Committee members are expected to help set organizational direction, provide oversight, maintain financial stability, and serve as visible ambassadors for BOMA International. Members must prepare for meetings, participate actively in governance discussions, support decisions once made, and represent the interests of the association as a whole rather than any individual region, company, local association, or constituency.

Am I a Good Candidate?

Leadership Experience

- Demonstrated leadership at the local, regional, and/or international level.
- Active service on committees, task forces, or boards.
- Understanding of BOMA International priorities and governance.
- Ability to build consensus and collaborate effectively.

Strategic Leadership

- Demonstrated ability to think beyond personal, local, regional, or professional interests and make decisions in the best interests of BOMA International and the broader membership.
- Comfort discussing industry trends and organizational strategy.
- Ability to make long-term, mission-focused decisions.
- Willingness to engage in difficult conversations and support board decisions.

Commitment & Availability

- Attend Executive Committee, Board of Governors, and virtual meetings.
- Review budgets, reports, and strategic materials in advance.
- Attend and actively participate in major BOMA events, including the Winter Business Meeting and Annual Conference & Expo, as well as leadership and governance meetings.
- Serve as a visible ambassador throughout the year.

Estimated Annual Time Commitment

- Estimated time commitment for Directors is 18 days excluding any optional travel representing BOMA International. Officer roles require a materially higher time commitment.
- Frequent one-hour (minimum) virtual meetings for the Executive Committee and Executive Staff.
- Many hours reviewing information, e-mails, and interacting with members, leadership and staff.
- Additional responsibilities for officers or special assignments may increase the commitment.
- Employer and family support are important considerations before seeking office.

Professionalism & Governance

- Understand full fiduciary responsibilities and governance expectations, including the duties of care, loyalty and obedience.
- Put BOMA International's interests first when making decisions.
- Disclose and appropriately manage conflicts of interest.
- Maintain confidentiality
- Demonstrate ethical leadership and accountability.
- Comply with BOMA's bylaws, and other applicable governance policies.
- Be open to feedback and continuous development.

Questions to Ask Yourself

- Why do I want to serve?
- What unique perspective would I bring?
- How have I contributed to BOMA's success?
- Am I prepared to represent the interests of the entire membership?
- Do I have the time, energy, and support necessary to serve effectively?

Executive Committee Nomination Process

1. Consider Your Interest and Readiness Evaluate leadership experience, strategic perspective, and ability to meet time and travel commitments.

2. Submit the Online Application This includes a letter of interest with reason for seeking the role, resume (professional background), BOMA service, any leadership roles, letters of support from employer and BOMA local, and reference letters.

3. Application Review The Nominating Committee reviews qualifications, service history, expertise, and commitment.

4. Candidate Interviews Interviews to assess leadership style, vision, governance experience, and readiness take place in person during the Winter Business Meeting and Annual Conference.

5. Committee Deliberation The Nominating committee evaluates candidates and develops a recommended slate at the Annual Conference.

6. Presentation of the Slate Recommended candidates are presented according to BOMA governance procedures at the Board of Governors meeting held at the Annual Conference.

7. Election Elected candidates prepare for their leadership responsibilities.

Not sure where you stand?

Rate yourself using the Candidate Qualification Scorecard.

Candidate Qualification Scorecard

This scorecard is intended as a self-assessment tool only. It does not determine eligibility or guarantee nomination. The Nominating Committee considers the full candidate profile, the needs of the Executive Committee, and BOMA International's governance requirements.

Rate yourself from 1 to 5 in each qualification area, using the examples to identify evidence from your own experience. Add the ten scores for a total readiness score, then use the interpretation guide to decide whether to apply now or strengthen specific areas first.

Rating Scale: 1 = Limited experience; 2 = Developing; 3 = Solid experience; 4 = Strong experience; 5 = Exceptional readiness.

Qualification Area	What to Consider	Examples of Evidence	Score 1-5	Notes
Leadership Experience	Have you served in meaningful leadership roles at the local, regional, international, committee, task force, or board level?	Examples: chaired a committee, led a board initiative, guided a task force, mentored volunteer leaders, or managed a major organizational project.		
BOMA Service and Engagement	Have you actively contributed to BOMA programs, committees, events, advocacy, or strategic initiatives?	Examples: served on a BOMA committee, supported advocacy efforts, contributed to conference programming, recruited members, or advanced local association priorities.		
Strategic Perspective	Can you focus on what is best for BOMA International as a whole and contribute to long-term, mission-focused decisions?	Examples: helped set strategic goals, evaluated organizational priorities, balanced local and international interests, or contributed to long-range planning.		
Governance Understanding	Do you understand board governance, fiduciary responsibilities, confidentiality, and ethical leadership expectations?	Examples: served on a board, reviewed budgets or policies, handled confidential matters appropriately, completed governance training, or followed conflict-of-interest practices.		

Qualification Area	What to Consider	Examples of Evidence	Score 1–5	Notes
Collaboration and Consensus Building	Can you listen, build trust, work through differences, and support group decisions once made?	Examples: facilitated discussion among different viewpoints, resolved a committee disagreement, partnered across regions, or supported a final decision after debate.		
Industry Knowledge	Are you comfortable discussing commercial real estate trends, member needs, and issues affecting the industry?	Examples: presented on industry trends, participated in policy discussions, led educational sessions, advised on member needs, or applied market knowledge in leadership decisions.		
Communication and Ambassador Role	Can you represent BOMA professionally with members, partners, stakeholders, and volunteer leaders?	Examples: spoke at meetings or events, welcomed new members, represented BOMA with partners, wrote member communications, or promoted BOMA priorities externally.		
Time and Travel Commitment	Do you have the support needed from your employer, colleagues, and family to fulfill the role effectively? Can you attend required meetings, prepare in advance, travel as needed, and stay engaged throughout the year?	Examples: confirmed employer flexibility, secured travel approval, or identified coverage for work responsibilities during meetings. Consistently attended meetings, reviewed materials before discussions, traveled for leadership responsibilities, or managed competing professional commitments effectively.		
Readiness for Continuous Development	Are you open to feedback, learning, mentoring, and strengthening your leadership skills?	Examples: sought mentorship, completed leadership training, acted on feedback, coached others, or identified development goals for future service.		
Total Score	Add the scores from each area.	Use the examples and notes to support your self-assessment.		

How to Interpret Your Score: 35–45 suggests strong readiness to pursue nomination; 25–34 suggests a solid foundation with a few areas to strengthen; 15–24 suggests additional leadership experience or preparation may be helpful; below 15 suggests more engagement and development may be needed before applying.

Next Step: If your score indicates readiness, we encourage you to submit your application!

If your score identifies gaps, use the development ideas below to strengthen specific areas before applying.

If Work Is Needed in Some Areas

- **Leadership Experience:** Volunteer to chair or co-chair a committee, lead a short-term task force, mentor a newer member, or take ownership of a defined project with measurable outcomes.
- **BOMA Service and Engagement:** Join a committee, attend more local or international events, support advocacy activities, contribute to conference planning, or ask where volunteer help is most needed.
- **Strategic Perspective:** Review BOMA strategic priorities, participate in planning discussions, ask current leaders about long-term challenges, or connect your local experience to broader member needs.
- **Governance Understanding:** Review bylaws and policies, understand fiduciary responsibilities, or able to seek guidance from a current or former board member.
- **Collaboration and Consensus Building:** Practice facilitating discussions, invite input from different perspectives, or volunteer for cross-functional work.
- **Industry Knowledge:** Attend education sessions, follow commercial real estate trends, participate in policy briefings, or prepare a short presentation on an issue affecting members.
- **Communication and Ambassador Role:** Speak at a meeting, welcome new members, write a brief member update, represent BOMA at a partner event, or practice explaining BOMA priorities clearly.
- **Time and Travel Commitment:** Have early conversations with your employer, confirm travel and time expectations, secure written support.
- **Continuous Development:** Seek a mentor, request feedback from peers or leaders, attend leadership training, set two or three development goals, and revisit the scorecard after gaining more experience.