

Thank you for your interest in serving as a committee chair of the Building Owners and Managers Association (BOMA) of Greater Phoenix. Serving as a committee chair is a rewarding experience and an opportunity for professional growth. Completing this form will help you understand the skills and time/resource commitments of this leadership position.

You may find it helpful to read through the entire application and job description before you begin filling it out. Please return the completed application, short bio and professional quality headshot via email to [info@bomaphoenix.net](mailto:info@bomaphoenix.net)

This application will be kept confidential and on file at the BOMA office. Applications are used by BOMA's Executive Committee to identify and evaluate potential committee chair candidates.

Committee Chairs are appointed by the incoming Board President.

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### **PURPOSE**

To provide leadership and guidance in specialized areas that can be dealt with more effectively by a smaller group than the full board.

### **DUTIES & RESPONSIBILITIES**

- The president of the board appoints the chairperson of each committee.
- Each committee is accountable to the full board for establishing and meeting measurable goals and objectives.
- Contribute to the efficient operation of the organization.
- Make recommendations to the executive director and full board and provide the information the board needs to make sound decisions.
- Committees should not meet when there is no business to complete or when the work of a committee is finished.

### **RATIONALE**

The purpose of committees is to free the executive director, staff and full board from having to manage specialized or complex issues, so it can concentrate on its broad policy-making responsibility. Committees are also good proving ground for potential board leaders and can be a catalyst for board member involvement.

To keep member interest and commitment, however, committees should meet only when there is business to accomplish. It's also a good idea for the board to reorganize committees on an annual basis. If the board decides that a committee has served its purpose or accomplished its specific goal, it should be disbanded.

## **ADDITIONAL REQUIREMENTS**

- Be familiar with the objective and activities of the committee.
- Be familiar with the general responsibilities of all committees.
- Plan to attend all meetings of your committee. If you cannot, advise the vice chair in advance of the meeting to lead the committee meeting.
- Complete assignments on a timely basis. Be accountable for your commitments.
- Understand the policies and procedures that relate to the work of committees.
- Send a copy of meeting notes to the chair within 5 days of the meeting for review and approval.
- Take an active role in supporting all Organization activities and major events, and promote participation and attendance to others.
- It is recommended that meetings be scheduled for the entire year – in advance. Connect with the executive director to set your committee meeting calendar.
- Meeting notices should be sent to committee members one week in advance. Do not change a meeting date, time or location without advising executive director and staff, all persons and ensuring the change is approved.
- Prepare an agenda and distribute it in advance of the meeting to committee members. It is desirable that the agenda be distributed at the time when the meeting notice is sent (at least one week in advance of the meeting).
- Devote time on each agenda for identifying new ideas
- Appoint a committee member to serve as “secretary” to prepare meeting notes. The secretary should submit typed notes to the committee chair no later than 5 days after the meeting.
- The chair should edit the meeting notes and send a final version to the appropriate director for Board review as well as to committee members and the BOMA office.
- Be prepared to make a written report to the Board upon request or to seek consideration of your committee's proposal requiring a vote of action.
- Be familiar with Board's governing policies.
- Inform committee members of policies that may affect projects to which they are assigned.

**Applicant Information**

**Full Name:**

\_\_\_\_\_ *Last* \_\_\_\_\_ *First* \_\_\_\_\_ *Designation*

**Company:**

\_\_\_\_\_ *Your Employer*

**Address:**

\_\_\_\_\_ *Street Address*

\_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_ *Zip Code*

**Home Phone:**

\_\_\_\_\_

**Cell Phone:**

\_\_\_\_\_

**Position Applied For:**

\_\_\_\_\_

**BOMA Membership Information**

**What is your BOMA Membership category?**

**Principal\***

*\*Principal category includes property manager, building engineer, professional, and developing professional category*

**Allied Partner**

**How long have you been a BOMA Member?**

\_\_\_\_\_ **Years**

\_\_\_\_\_ **Months**

**Describe your involvement with BOMA:**

\_\_\_\_\_

**Community Activities:**

\_\_\_\_\_

## Committee Chair Candidate Questionnaire

The following questions may require more space to answer, please feel free to attach additional sheets to this application if needed. Please type all responses. Thank you.

Please rank your interest in serving in the following committees (1 the highest)

<p><b>Advocacy</b> Works in conjunction with our Lobbyist, monitors studies and recommends policy and advocacy strategies on legislative and regulatory matters affecting real estate.</p> <p><b>Allied Partners</b> Creates a supportive interaction between allied and principal members.</p> <p><b>Engineers</b> Develops and provides programs for building engineers.</p> <p><b>Fall Gala (TOBY)</b> Plans this Fall celebration Gala /TOBY Award</p>	<p><b>Golf Tournament</b> Plans and supports the annual golf tournament.</p> <p><b>Membership &amp; Media</b> Plans and conducts ongoing membership recruitment and retention.</p> <p><b>Programs &amp; Events</b> Provides a broad range of topical and entertaining luncheon programs and educational seminars.</p> <p><b>Young Professionals Group (YPG)</b> Preparing the next generation of commercial real estate professionals</p>
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Elaborate on your past and current involvement with BOMA Greater Phoenix

Why do you want to be a committee chair?

**Committee Chair Candidate Questionnaire** *Continued*

**Describe the direction the committee will assume under your leadership. What is your vision for the committee?**

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*Print Name*

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*