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| **MID-ATLANTIC CONFERENCE (MAC)****REGIONAL OUTSTANDING MEMBER OF THE YEAR PROGRAM GUILDELINES** |

This award honors a member of our MAC Region who has demonstrated leadership skills; participated in Local, Regional and International association activities as an officer, committee chair or member; made contributions to the commercial real estate industry; contributed time and talent to the local community and shown an interest in keeping up to date by participating in educational programs. The award recognizes activity during the previous three years.

**ELIGIBILITY**

The entrant must be a member in good standing of a local BOMA Association, MAC Region and BOMA International. Include length of membership and membership location in submission.

**SUBMISSION**

Submission should include a resume and 2-4 page document outlining the candidate’s qualifications based on the criteria below. The package should also include a letter of recommendation from the Local’s BAE or Board President as well as a photo (color photo/minimum 300 psi; electronic format /JPG).

**CRITERIA - Written descriptions should be submitted for each of the following criteria:**

* **Participation in BOMA Association** – cite committee and/or other involvement
* **Elective Offices Held** in Local/Regional and/or International levels of the Association.
* **Industry Contributions** insupport of the commercial real estate field such as informational articles/blogs, presentations/panel discussions, mentoring programs, BOMI instructor
* **Leadership Skills –** cite examples thatdemonstrate the candidate’s leadership
* **Community Service** – detail candidate’s impact to the community
* **Advocacy/Legislative Involvement –** support of industry legislation/growth through participation/advocacy work on the local and/or state level
* **BOMA Education** – examples: Completion or enrollment in an industry designation program such as Real Property Administrator (RPA), Systems Maintenance Administrator (SMA), Facility Management Administrator (FMA) or Certified Property Manager (CPM)**.** Continuing Education (BEEP, CEC Seminars, Conference Education, Webinars, other designations earned)

**JUDGING**

All submissions will be reviewed and judged by the MAC Awards Committee. The Judging may include a phone interview.

**DEADLINE**

Submissions must be sent to MAC Awards Committee or MAC President sixty days (60) prior to the MAC Regional annual meeting (dates will differ but the MAC Regional meeting is generally held in early April). Each Regional winner will be recognized at the MAC Regional TOBY Awards ceremony and submitted to BOMA International for recognition at the following BOMA annual conference.

*The Mid-Atlantic Conference (MAC) of the Building Owners and Managers Association International,*