

BOMA Pacific Southwest
Position Description & Duties
TOBY Chairperson

POSITION DESCRIPTION

Administer the BOMA Pacific Southwest Regional TOBY Awards competition.

POSITION TERM

Two (2) years.

POSITION DUTIES

- Attend BOMA Pacific Southwest meetings at the Winter Business Meeting and BOMA International Conference, and present TOBY updates and new business to the membership.
- Attend BOMA International TOBY Awards calls and meetings as needed.
- Coordinate with BOMA local federations and local TOBY administrators to ensure local TOBY winners are aware of regional TOBY requirements, deadlines, and to solicit TOBY judges for the regional and international competition.
- Communicate with local TOBY winners to ensure they are aware of regional TOBY requirements, deadlines, and competition results.
- Communicate with BOMA International staff liaison and Awards Committee as needed to provide regional competition updates and troubleshoot any entrant issues.
- Administrator of Recognition Portal requires that the TOBY Chairperson review entrant submissions for eligibility requirements be met, assign judges, assist entrants and judges with access issues, review judges scoring and ensure completed by deadline, work with BOMA International to award winners, and download judges' comments to share with entrants.
- Hold judges' trainings as needed.
- Hold entrant trainings as needed.
- Attend Executive Committee calls as needed.
- Review BOMA Pacific Southwest newsletters for accuracy and provide suggestions for content.