



Professional Development Committee

COMMITTEE COMPOSITION - The ideal structure of the committee is between 7 and 10 individuals and includes:

- Chair: Appointed by the Board and responsible for leadership, setting agendas, and reporting outcomes.
- Vice Chair (optional): Supports the Chair and may assume duties in their absence.
- Board Liaison(s): Board members appointed as liaisons to share perspective
- from the Strategic Plan objectives, update the Board on Committee activities, and communicate Board direction.
- Members: Selected BOMA members or employees of BOMA member companies with interest or expertise in professional development, training, or education.
- Content Expert Members: The committee may also recruit individuals from the industry at large who have specific content expertise that assists the committee in meeting its mandate.
- Emerging Leaders: The committee may also recruit individuals who represent emerging leaders within the industry to contribute to the development and delivery of programming tailored to the needs and interests of this key membership segment.
- Staff Liaison: BOMA Ottawa staff member providing administrative and strategic support.

MEETINGS - The committee will meet approximately monthly 9 times per year, with additional meetings scheduled as necessary to plan events or respond to emerging professional development opportunities. Meetings may be held in person or virtually.

TERM OF APPOINTMENT - Committee members are appointed for a one-year renewable term. Members are expected to actively participate in meetings, planning, and event delivery.

EVALUATION - The committee's performance and relevance will be reviewed annually by the Executive Director and Board Liaison. Adjustments may be made based on strategic priorities or participation levels.

PURPOSE - The Professional Development Committee promotes career-long learning and leadership in the commercial real estate industry by providing relevant, timely, and high-quality educational opportunities. The committee supports the development and delivery of seminars, workshops, and certification programs, while fostering partnerships with educational institutions and industry organizations. It also works to increase awareness and participation in BOMI designation programs among BOMA Ottawa members.

OBJECTIVES - The Committee will embrace the following objectives:

1. Provide input on marketing, outreach, and participation strategies to promote engagement in BOMA Ottawa's education offerings.
2. Promote a Culture of Lifelong Learning - Encourage continuous professional development across all career stages by recognizing member achievements, highlighting educational milestones, and fostering a commitment to ongoing learning;
3. Professional Development Programming - Deliver accessible, high-quality professional development for BOMA Ottawa members by designing or partnering with other organizations to deliver in-person, hybrid, and/or on-demand professional development programming that addresses emerging industry trends, technical and regulatory requirements, and leadership development in commercial real estate. The committee collaborates with other BOMA committees, supplier members, and subject-matter experts to identify evolving member needs; and actively promotes and supports participation in BOMI International designation programs and BOMA Canada learning resources.
4. Contribute to BOMA Publications - provide educational content and professional development articles for BOMA Ottawa newsletters, websites, and other communication platforms. Share insights on codes, standards, and industry best practices relevant to property and building management;
5. Advance Credentialing and Certification Opportunities - Advocate for and support the delivery of relevant certifications and training programs (e.g., WELL, BOMA BEST, sustainability credentials) that meet evolving industry and member needs;
6. Foster Strategic Industry Partnerships - Establish and maintain partnerships to identify and broaden educational offerings and support workforce development in commercial real estate;

AUTHORITY & LIMITATIONS - The committee may recommend educational initiatives, content partnerships, and program plans. However, it does not have the authority to speak on behalf of BOMA Ottawa or commit the organization to expenditures or partnerships without Board approval.

BOMA Ottawa will not promote external professional development programs, seminars, or workshops (whether for a fee or for free) unless a formal agreement is in place with the primary organizer. Any such agreement must include a provision ensuring that BOMA Ottawa receives the names and email addresses of registrants for the purposes of outreach, reporting, and member engagement.

REPORTING & ACCOUNTABILITY - The Committee will report to the BOMA Ottawa Board monthly and submit a summary report at year-end outlining key activities, participation metrics, and recommendations.

All formal program partnerships or new initiatives must be approved by the Executive Committee or Board prior to launch.

APPROVAL & REVIEW - Mandate approved by the BOMA Ottawa Board of Directors on [3 March 2026]. To be reviewed annually or as required

Recommended Committee Profile:

Property Management Representatives (4–5 members) - Mid- to senior-level professionals from BOMA member firms across different asset classes (office, retail, industrial). Ideal representatives might include an Operations Manager, Property Manager, Sustainability Coordinator. These individuals ensure programming is aligned with industry realities and operational needs.

Property Management HR Representative (1–2 members) - HR professionals from member firms who advise on workforce development, training needs, and career pathways. They support credentialing, emerging leader initiatives, and help connect BOMA with post-secondary institutions.

Recruitment Firm Representative (1 member) - A recruiter with insight into hiring trends and talent gaps in commercial real estate. Supports BOMA's education strategy by aligning programs with industry needs and helping connect with talent pipelines.

Emerging Leaders (1–2 members) - Young professionals or recent graduates in property or building management roles who can bring fresh perspectives on accessibility, digital learning tools, and early-career challenges.

Supplier/Service Provider Representatives (1 members) - Professionals from companies that offer training, certifications, or technologies supporting building operations (e.g., energy, automation, compliance).