The IFMA Fellows program was established to recognize members dedicated to IFMA and the facility management profession. Nominees are active IFMA members who have contributed to the profession internationally, locally, and through their council(s) with sustained interest and involvement. Some of the activities and accomplishments of such a nominee, over an extended period of years, might include (but not be limited to) activities listed below.

- Exhibiting outstanding leadership and service to a chapter, council, committee, task force or IFMA’s board of directors.
- Writing facility management related articles or books for trade, national, or international publications.
- Developing facility management related continuing education materials, promoting FM education, and/or serving as an instructor for FM related programs on a college or university level.
- Serving as a Qualified IFMA instructor or subject matter expert for education programs and courses.
- Initiating or assisting in the establishment of alliances or ongoing relationships between IFMA and other facility management-related professional organizations.
- Serving in leadership roles within other facility management-related associations.
- Furthering the expansion, recognition, and influence of the facility management profession through personal FM related achievements or recognition.

Fellowship creates an elite core of respected leaders who are expected to be called upon to act as advisors to and ambassadors for the association. The successful nominee must possess the willingness, ability and character to perform these functions at a superior level. IFMA members selected for the program by the Jury of Fellows will be honored during the IFMA Awards of Excellence Banquet to be held in conjunction with World Workplace 2018 in Charlotte, NC, USA.
**Nomination Procedure**

The Nominator is to:

- Register the nomination with IFMA staff Fellows liaison and verify that the nominee meets membership tenure and other qualifications.
- Obtain official Nomination Data Form from IFMA staff liaison or Nominating Committee Chair.
- Ensure the nominee understands and agrees to the IFMA Fellows Statement of Responsibility.
- Complete the Nomination Data Form in full without modification to format except as specifically noted on the form. No other documentation (articles, awards, etc.) will be accepted with the nomination; and if submitted, may disqualify the nomination.
- Utilize assistance from assigned mentor from the IFMA Fellows Nominating Committee in preparing submittal.
- Verify with IFMA staff liaison that IFMA nominator and members writing letters of testimony meet requirements.
- Prepare transmittal cover letter including nominator’s personal comments capturing the essence and overall justification for the nomination and the nominee’s potential as an ambassador of the association and profession into the future. Letters must be limited to one single page in both electronic and paper format with no smaller than 10 pt. font.
- Include a photo with the submission (jpg or bmp format are preferred). Photo should be 300 dpi resolution and measure no less than 3 ½” x 5”.
- Submit nomination package on this official Nomination Data Form and ensure receipt on or before June 30, 2018, 6:00 p.m. CDT to IFMA’s Service Center of Excellence in Houston, TX, USA. Electronic .doc (Microsoft Word) or .pdf media are accepted.

**Guidelines for preparation of the Nomination Data Form:**

- Nominator should ensure proper writing techniques throughout and if an abbreviation or acronym is utilized, it is properly defined at the first use.
- Nominator should ensure that if an honor or award is noted herein, the appropriate background information about the award and the prestige of the award is included.
- When direction is given for a maximum number of words to be used in a statement, it is as measured by MS Word’s Word Count Tool.
Please note that incomplete or late submissions will automatically be disqualified. Submissions become the property of IFMA and will not be returned.

The Fellows program pledges that it will not discriminate on the basis of race, disability, color, creed, nationality, age, sex, or religious belief, in its membership selection or practices. Nominees will be judged on the information provided in this Nomination Data Form in the three primary areas of Professional Experience & Accomplishments; Association Involvement; and Enriching the Profession. Secondary but no less important is the overall contribution the nominee has made in the past combined with the potential of the nominee to be an ambassador of the association and profession into the future.

Please submit all materials to:  

linda.pate@ifma.org

For further information, contact:  

Linda Pate  
800 Gessner Rd, Suite 900  
Houston, TX 77024-4257 USA  
+1-281-974-5612

Prior to acceptance of the award, the IFMA Fellow agrees to the following:

**IFMA Fellows Statement of Responsibility:**
- Will demonstrate continued involvement in IFMA and facility management.
- Will always uphold and model the IFMA Code of Ethics.
- Will identify and develop potential IFMA leaders.
- Will advance IFMA and the facility management profession.
- Will be a constant supporter for IFMA.
- Will represent IFMA as called upon in formal situations.
- If requested, will act as an IFMA and facility management advisor.
- If requested, will act as an IFMA and facility management ambassador.
- If requested, will mentor existing IFMA leaders and staff.
**Nominator**
The Nominator must be an IFMA member in good standing. The Nominator may only submit one nomination per year. Self-nominations are not allowed. An individual may be nominated only once per year. The Nominator should review the IFMA Fellows Nomination Tips and actively engage with the mentor assigned from the IFMA Fellows Class of 2018 Nominating Committee.

Name:
Title:
Employer:
Address:
Office Telephone:
Mobile Telephone:
Home Telephone:
Email:
Alternate Email:  Signature:

Note – Nominator should update the header in this section (section two) of the document to add the nominee’s information

**Nominee**
Nominee must be a current Member (Associate, Retired or Lifetime member) in good standing with a cumulative total of eight years of IFMA membership. Nominee cannot have served as a voting member on IFMA’s Board of Directors or IFMA Foundation Board of Trustees during the two years prior to the submission due date. Nominee may be nominated for two consecutive years. If nomination is not successful after two consecutive years, a three-year waiting period is required from the date of the last nomination.

Name:
Designations:
Employer:
Address:
Office Telephone:
Mobile Telephone:
Home Telephone:
Email:
Alternate Email:  Signature:

By signing above, I testify to the accuracy of the information provided herein, that I authored the Nominee Position Statement and that I declare that I understand the expectations of my role should the title of IFMA Fellow be bestowed upon me as outlined in the “IFMA Fellows Statement of Responsibility” and hereby commit that I am capable and willing to fulfill those responsibilities.
Degrees & Credentials

Degrees: List year, degree, institution and location
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•  
•  

Credentials & Designations: List credential & designation, year, organization awarding the credential/designation and location
•  
•  

Nominee Position Statement: In 75 words or less per statement the Nominee needs to complete the following three statements.

I am a candidate for IFMA Fellow because I have …

To me, becoming an IFMA Fellow means …

As an IFMA Fellow, I will …

Professional Experience & Accomplishments (20%)

1. Work History
List positions chronologically with the most recent position first. List from and to date, company and location, and title. Provide three major responsibilities and the key leadership role for each position.

2. Significant facilities related WORK accomplishments and leadership
In 100 words or less describe the most significant work related accomplishment and its impact. This category will be rated in two parts: the significance of the overall accomplishments within the profession and the leadership role by the nominee for this accomplishment(s).

Association Involvement (25%)

3. IFMA Involvement
Date Joined: 
Chapter Affiliation(s):

Membership Type: 
Council Affiliation(s):
Overview Statement: Provide a summary statement of no more than 100 words that defines the impact of this nominee’s IFMA involvement. The overview is not a substitution for completing the details.

List the significant volunteer leadership positions held on the International, chapter or council level and other involvement with IFMA. Include all positions held and the nominee’s contribution while in that position. Include officer positions, chairing committees, participating in task forces, etc. Do not include publication, teaching or speaking activities.

IFMA Involvement, International: List the dates, the activity, the position and the contribution.

IFMA Involvement, Chapter(s): List the dates, the chapter, the position and the contribution.

IFMA Involvement, Council(s): List the dates, the council, the position and the contribution.

Other IFMA Involvement: List the dates, the event or organization, the position and the contribution.

4. Other Association Involvement
List volunteer service in other facility management related professional societies or associations. Provide all positions held and the nominee’s contribution while in that position. **List the society/organization, dates and the position. Distinguish the contribution as a member/participant or as a leader.**

5. Special FM Recognition Received
List any significant awards or honors received from IFMA or other facility management related societies and associations. FM recognition by employers also should be included, if appropriate. **Provide the date; the award, honor, recognition; and the recognizing group.**
Enriching the Profession (25%)

6. Publications

Overview Statement: Provide a summary statement of no more than 100 words that defines the impact of this nominee’s written work. The overview is not a substitution for completing the details.

List the ten (10) most significant facilities related articles, books, research or instructional material written by the nominee. List the title, publisher and publication date. If co-authored, include name(s) of other author(s) after the title. White papers to support speaking engagements should not be included in this item but may be noted in items 7 or 8 as appropriate.

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7. Teaching

Overview Statement: Provide a summary statement of no more than 100 words that defines the impact of this nominee’s teaching. The overview is not a substitution for completing the details.

List the ten (10) most significant teaching activities related to the facility management profession including at universities, community colleges, courses or seminars (one-day or more if not collegiate curriculum) supporting a facility management related credential or employer sponsored training or leadership courses. List the course title, the university, college or group sponsoring the course, and the date(s) of the course. Courses or seminars of less than a full day should be included in item 8. If applicable, after the Course Title and in italics, include the title of supporting white papers the nominee wrote to enhance the education experience.

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8. Public Speaking

Overview Statement: Provide a summary statement of no more than 100 words that defines the impact of this nominee’s public speaking. The overview is not a substitution for completing the details.

- List the ten (10) most significant public speaking engagements related to the facility management profession including at universities, community colleges, professional conferences (including IFMA chapter and council meetings) and expositions, short courses or seminars (less than one-day) or at large employer gatherings if applicable. Courses or seminars of one or more full day of instructional time should appear in item 7. **List the session title, the audience (association, conference, event etc.) and the date of the session.** If applicable, after the Session Title, in italics, include the title of supporting white papers the nominee wrote to enhance the learning experience.
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  9. 
  10.

Overall Contribution (30%)

9. Statement of Major Contribution(s) (Executive Summary)
   In 350 words or less describe major contribution(s) made to IFMA and the profession of facility management by this nominee. This statement should not repeat the detailed information provided in previous items but should capture the overall essence of the nominee’s past contribution in each of the three major categories (Professional Experience & Accomplishments; Association Involvement; and Enriching the Profession) AND describe the nominee’s potential to uphold the IFMA Fellow’s Statement of Responsibility.

10. Letters of Testimony
   Nominator must include three testimonial letters from association leaders or other IFMA members in good standing familiar with the contributions of the nominee. The impact of these letters is significant to the jury’s overall evaluation of the nomination. Nominator may not be one of the testimony writers. Testimony writers must be IFMA members in good standing. Letters must be limited to one single page in both electronic and paper format with no smaller than 10 pt. font.

   The writers of these letters are encouraged not to repeat information contained on this form but should cite specific evidence (and personal experiences) of the uniqueness and impact that the nominee, according to the writer’s perspective, has contributed to IFMA and the profession of facility management and provide testimony to the nominee’s potential to uphold the IFMA Fellow’s Statement of Responsibility.

   Please list the individuals who are writing the letters, their title and organization and how they know the nominee.
   1. 
   2. 
   3.