



# The power of a nomination

BY TAYLOR DOBSON

**E**very year at the annual IAAO conference, a banquet is held to recognize 21 award winners.

These awards are presented to recognize and honor members who are doing some incredible things.

However, I have always wondered how many more of our members are doing amazing things that no one knows about. I also think about the unsung heroes who take the time to write the award nomination letters.

All of IAAO's awards are determined based on merit, and most require someone to submit a written nomination for a member to be considered for an award.

A few years ago, I was fortu-

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nate enough to have won an IAAO award. This was a meaningful experience and one of the highlights of my career.

I was delighted to receive the award, and it gave me the motivation to keep pushing myself forward and trying to inspire those around me.

I still feel immensely proud to have won an IAAO award, and it's nice to see it on display in my office when I'm having a difficult day.

I wanted to share my experience and help others win awards as well. For the last five years, I have made

it a point to do the work required to nominate someone for an award.

Over the years, several of my nominees have won.

However, when I first started writing nomination letters, the process was a overwhelming because I had never written one before and wasn't sure where to start.

I want to share what I have learned and encourage you to write a nomination for someone you respect.

For example, a mentor who has helped you in your career, an *F+E* article writer who encouraged you or helped you with your work, an instructor that has gone above and beyond to ensure that the class learned, or someone in your chapter who is putting in a lot of work.

## What is the IAAO nomination process?

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First, you will have to fill out a **nomination form** on IAAO's website. Then you will be instructed to email a nomination letter to [iaaoawards@gmail.com](mailto:iaaoawards@gmail.com).

The subject line of your nomination email letter should have the award name listed, along with the nominee's name.

I recommend including the person you nominated in the email so they will know they have been nominated and can read the nice things you have written about them.

## So, what is a nomination letter?

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A nomination letter is a written document in which you officially recommend someone for an award.

Your nomination letters should contain specific information on the nominee's contributions to IAAO as well as who's recommending them. Writing a good nomination letter will take time.

A well-written letter is critical for a successful nomination.

## How to write a nomination letter

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Here are some steps to follow when writing a nomination letter:

1. Begin your letter by greeting the review committee. A generic greeting such as To Whom It May Concern or Dear Nomination Review Committee will work.

2. The first paragraph begins by stating why you are writing to the committee. Let the committee know which IAAO award you are making the nomination for.

Then explain who you are nominating, make sure you include their full name and which state and county they are from.

This paragraph should clearly state why you're writing and for whom you're writing.

3. The body of the letter contains several paragraphs with specific

information on the individual's contributions and your reasons for nominating them. It's important to include specific details so that the reader understands why the nominee is an excellent choice for the award.

You should also mention how their actions have affected you personally (inspired or motivated you in your work). You need to consider the personal qualities for which the award is given and then describe how the person you are endorsing has shown those qualities.

4. In your closing and summary, you should briefly summarize each of the key points in the letter. You can also reiterate why you think your nominee is the best choice.

5. End your nomination letter with a closing salutation and your signature. Under your signature include your full name, your job title, your phone number, and email address.

## Who should you nominate

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Mahatma Gandhi said, "The best way to find yourself is to lose yourself in the service of others."

Writing a nomination letter does require you to think about someone other than yourself and does take time and effort to write.

However, if you know someone who has been influential on your career, and you think that they deserve to be recognized, then hopefully you can find the time to put in the effort to honor someone you respect simply because they're worth it.

I promise you that just being nominated for an award is itself a form of recognition.

## It's OK to nominate yourself

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Writing nominations is similar to writing a resume and cover letter.

We don't have problems writing resumes and cover letters about ourselves. You know yourself and your accomplishments better than anyone else.

It might seem strange to nominate yourself for an award, but sometimes you need to advocate for yourself. If you do decide to nominate yourself, I would recommend writing a nomination letter in a third person format. Do not use the words "I" or "me."

## Ask someone to nominate you.

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If you don't want to nominate yourself, there is a third option available to you. What if you ask someone to nominate you.

This is the same practice as asking someone to write a letter of recommendation for you.

It is considered proper etiquette when asking someone to nominate you for an award to provide them with a written list of your accomplishments or writing the nomination letter yourself, so they just sign and submit it.

A crucial component when asking someone to submit a nomination letter on your behalf is explaining why you are asking them. You want them to know it's because you respect them, and it would mean a lot to you if they would. You don't want them to think that you're asking just anyone or everyone to nominate you.

## What to do if someone nominates you

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This is an important and often overlooked part of the nomination process.

If someone has taken the time to nominate you for an award, it implies they respect you and want to see you recognized.

If you're being nominated for an IAAO award, show gratitude and respond to your nomination. The most traditional and sincere way to express gratitude is by sending personalized thank-you notes.

A thank you note shows your appreciation and humility and re-

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inforces your relationship with the person who nominated you.

## Closing

I think we all know at least one person who has gone above and beyond for IAAO.

These unsung heroes in our field are waiting on you to give them a spotlight. If you have never nominated anyone for an award before, now is the time!

If concern about the cost of attending the annual conference to accept an award is stopping you from even submitting a nomination letter, I would like to remind you about IAAO's scholarship programs.

For more information on these programs, please check out my article in the **February 2024 issue of F+E** titled "I didn't know IAAO had a scholarship for that!"

Below is a template of the nomination letters I write and a short description of IAAO's awards that you can nominate someone for.

[photo of nominee]

[Dear Nomination Review Committee],

It's with great pleasure that I write to you today to nominate [nominee's name] for the [award]. I believe that [nominee's name] is the best choice for [award] because [short reason for nomination].

I work with [nominee's name] in the [department] and strongly believe they're a prime candidate for [award] because [reason for nomination]. [Detail the nominee's specific contributions and explain why you think they deserve to be recognized.]

In addition, the [nominee's name] has also contributed to IAAO by [provide another specific example

that shows the nominee's skills and contributions.]

In closing, I believe that [nominee's name] is the best choice for [award] because [summarize of the nominee's qualifications].

Thank you for your consideration,  
[Your signature]

[Print full name]

[Your title and organization]

[Your phone number]

[Your email address]

► A list of previous winners can be found [here](#) on the IAAO website.



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**IAAO AWARDS PROGRAM**

**NOMINATIONS AND SUBMISSIONS ARE OPEN**

[iaao.org/awards](https://iaao.org/awards)

The IAAO Awards Program celebrates achievements by individuals and organizations in the valuation profession.

**WHO** ► All IAAO members and affiliated organizations are eligible to submit nominations.

**WHEN** ► Winners will be announced at the Awards Lunch during the IAAO Annual Conference in Denver.

**IAAO**  
INTERNATIONAL ASSOCIATION  
of ASSESSING OFFICERS

# Here are five reasons to nominate someone for an IAAO award

BY MARCO KUIJPER  
*Netherlands Council For Real Estate  
Assessment*

**T**he IAAO Awards Program plays a vital role in our association by recognizing individual and organizational achievements.

During the annual conference, members and nonmembers can receive awards for their work in property appraisal, assessment administration, property tax policy, and related disciplines.

For you to be eligible for an award, a nomination must be submitted to recognize your work. So it is important to nominate colleagues, organizations, or yourself.

There are no awards without nominations.

That's why we present to you five good reasons to fill out the nomination form.

## 1. It's a small effort

It is simple to nominate someone. Just go to the [IAAO website](#) and follow the instructions of the [online application form](#).

It's easy.

## 2. It is good for IAAO

The awards program is import-

### 2024 Membership Recognition Task Force

- Robert McGee, chair
- Melissa A. Radke, AAS, vice chair
- Jonathan Beck
- Farrah E. Matthews Baily, CAE, CMS
- Beba Sheehy
- Gary Townsend
- Samuel A. Walker, AAS, RES
- Tracy L. Weaver, RES
- Daniel Fuchs, staff liaison

ant for IAAO as an association of professionals.

The program makes it possible to distinguish yourself within the association.

This has a lot of positive effects and will, for instance, encourage newer colleagues to become IAAO members.

## 3. It is important

Nobody will disagree that we must constantly try to modernize our industry.

The importance of adapting our work to what society expects of us is an integral part of what we do.

If you nominate a colleague for an award, you encourage him or her in the good work he or she is doing.

This almost always has to do with new developments or with special achievements.

## 4. It is good for your karma

By nominating someone, you focus on new developments and the achievements of others.

This allows you to do your own work better. The performance of others can also stimulate you to start with something new or to continue with what you are doing.

And, of course, nominating someone is also good karma.

## 5. It is awesome to get nominated

It's great for the nominee! This is by far the most important reason is to nominate someone.

Visit the IAAO website to learn more about the [IAAO Awards Programs](#).

If you have questions about IAAO's award program, reach out to one of the members of the Membership Recognition Task Force.

### BONUS REASON

Scholarships are available for winners to attend the conference to receive their awards in person. IAAO scholarship information can be found [here](#). Deadline to apply is typically 30 days before the event.

### The IAAO awards

- Ian W. McClung Global Award
- Professional Development Lifetime Achievement Award
- Instructor of Excellence Award
- Verne W. Pottorff, CAE, Professional Designee of the Year Award

- Kenneth J. McCarren Award
- Stacey Ford Award
- Harry Galkin Award
- IAAO Fellows Program
- Distinguished Assessment Jurisdiction Award
- Public Information Program Award
- Outstanding Chapter/Affiliate Award

- Bernard L. Barnard Outstanding Technical Essay Award
- John C. Donehoo Essay Award
- John A. Zangerle Award
- James A. Howze, CAE, Distinguished Research and Development Award
- Rosalyn Johnston Award
- Virginia Cup