



Leadership Identification and Development Process

There is a new process for receiving volunteer applications from your members and submitting recommendations to National. If you did not attend the Leadership Identification and Development webinar, we highly recommend you view it before embarking on the new process. <https://youtu.be/mcNr0UPNiKU>

Step 1 - The new online application process.

Applications will be self-submitted using the online form.

Here is the link to the online form. Feel free to review the form before sending the link to your members.

[Apply for Volunteer Opportunities Here](#)

As a committee you will need to communicate this new information and process to your state or regional members. This could be in a newsletter, email blast, Facebook, etc.

Instructions to share with applicants

Please do not simply list all the organizational positions you have held.

Please do include skills you have and results that you have achieved.

Here are some ideas of the type skills we are interested in. Use these concepts as you complete the application.

- ✓ Communication - speaking, writing, persuading, listening, negotiating, technology. Include specific topics that you speak on.
- ✓ Research and Planning - gathering and analyzing information, goal setting and strategy development
- ✓ Human Relations - motivating, representing others, conflict management
- ✓ Organization, Leadership and Management - managing and directing people to achieve common goals, coaching, mentoring
- ✓ Work Process - Managing time, meeting goals, making decisions, delegating, team building

Examples

Women's Council

As leader of the website project team, I wrote the program and events copy for the network website.

I made a well-received presentation at the state orientation on the Network Model.
REALTOR® Organizations

I used time management to keep the committee (Ethics) on track and on time.
I facilitated the new member orientation at my local board.

An Example of how this works. Jane Smith, Florida, is filling out the form for herself. She would fill in all her information and include her skills such as being an amazing bookkeeper and a love of numbers.

Jane prints her application and then clicks the Submit button. The Florida Leadership Identification and Development chair automatically receives the application. In states without state networks, the Governor and/or Regional Vice President will get the email. National also gets a copy.

Step 2 - The recommendation process.

The committee chair will need to schedule a committee meeting to review the applications. This could be done in person, on a conference call or even a google hangout.

The chair would need to provide copies of the applications to the committee to review. They can print copies for the committee or email them a pdf of all the files.

Once the committee reviews the applications and decides who to submit, the Chair will submit via an online form. The link for this will be provided by National in April.

Continued example of Jane Smith...

If your committee decides to recommend Jane to National, the chair will fill out the online form with their contact information, Janes' name, a recommendation for her to serve such as... *Jane was the best treasurer our State has ever had. She took a mess and really cleaned it up.* The chair has up to four volunteer options to select for each member. In this scenario, the chair decides to recommend her to serve on Finance & Budget by selecting it from the list.

Your online link will have multiple pages for recommendations. You must submit all recommendations at the same time. If you choose not to submit the maximum number allowed for your state you will simple scroll to the end of the form, sign it and click submit. The chair also has the option to Print the Recommendation Form to retain for the state records. You will no longer be sending the member's form to National with your recommendation as National has already received them.

Note there is technically a step 2.5. The Chair needs to notify each applicant as to what the committee has done with their application. Did you forward their name to national or possibly are you forwarding their name to the State Nominating Committee?

The recommendations must be received by National no later than May 2, 2018.

You do not need to resubmit a recommendation for anyone who is/was on the National Executive Committee or has held a Project Team or Committee chair or vice-chair appointment in the last 2 years. These individuals can submit an updated resume if they would like. If more than 3 years, please submit new application.

Step 3. The national Officer Team reviews and makes appointments beginning in June.

Number of submissions is based on the size of the state.

Check the list below to see how many recommendations your state may submit to National in 2018.

Alabama	3	Nevada	5
Arizona	5	New Hampshire	3
California	10	New Jersey	5
Colorado	3	New Mexico	3
Connecticut	3	New York	7
Delaware	3	North Carolina	3
Florida	10	Ohio	3
Georgia	5	Oklahoma	3
Idaho	3	Oregon	3
Illinois	5	Pennsylvania	3
Indiana	3	Rhode Island	3
Kentucky	3	Tennessee	5
Louisiana	3	Texas	10
Maine	3	Utah	3
Maryland	5	Virginia	5
Massachusetts	3	Washington	5
Michigan	7	West Virginia	3
Mississippi	3	Wisconsin	3
Missouri	5		
Nebraska	3		

Some of the national opportunities include...

Opportunities with # of appointments for each
Executive Committee (Presidential appointment) 1
Finance & Budget Committee (appointed) 10
Project Teams Chair, Vice Chair and members (appointed) 20-28

Leadership Academy Faculty (appointed) 11
Committee liaisons to National Association of REALTORS® (Presidential appointment) 7
Inspiration at a national meeting (Presidential appointment) 6
Pledge of Allegiance at a national meeting (Presidential appointment) 6
Midyear Business Meeting/Election Volunteers (volunteer) 40
Contribute an article to <i>eConnect</i> (volunteer) unlimited
Educational Workshop Facilitator (appointed) 10-15
Introduce Speakers at national events (appointed & volunteer) 20-30
Panelists (appointed as needed) average 10-12
Annual Conference Expo Booth (volunteer) 20-30
National Meeting Ambassadors (May and November) 20