

Fredericksburg Area Association of REALTORS®

2011 MANAGER OF THE YEAR

Name of Nominee: _____

Name of Firm: _____

Date of last ethics seminar _____ month, day, year

Criteria

- 1. Commitment to personal and Associate Education **20 points**
 - a. Current professional designations

 - b. Professional or Continuing Education courses taken within the last 18 months.

 - c. Has the nominee attended a professional standards or agency seminar within the last 12 months?

 - d. Internal or external education and training supplied to associates, including support of educational opportunities for Associates, whether monetary or in allowance of time.

- 2. REALTOR® achievements & contributions (local, state, and/or national). **30 points**
 - a. Committees chaired (local/state/national, indicate years)

 - b. Committee membership (local/state/national, indicate years)

 - c. The nominee has assisted the local association by

 - d. The most significant contribution for which this person has been nominated is

3. Business and Civic Accomplishments

a. Positions held in current real estate office

b. Public recognition of business conduct

c. Unique services to clients/customers

d. Business related awards received

e. Civic involvement (indicate information on nominee's "active" participation vs "non-active" membership: includes service clubs, charitable organizations, religious groups, etc. and awards or other recognition received from such groups)

4. Management criteria (innovation, creativity, originality)

30 points

a. Describe unique or creative methods of associate recruitment

b. Describe unique creative methods of associate retention

c. Describe goal setting methods used by nominee as related to office and associate profitability and productivity.

Individuals must have served his/her firm in a brokerage management capacity. This would include any licensed sales manager, office manager, and owner brokers who are directly managing a real estate company, office or sales staff. Must be a member of the Fredericksburg Area Association of REALTORS® in good standing.

All nominations should be typed and limited to three single pages. No attachments or letters of endorsement will be accepted. Signatures of the nominator and head of the firm and date of nomination must be included.

Submit form to the Fredericksburg Area Association of REALTORS® by January 27, 2012.

Nominator: _____

Date: _____

Head of Firm: _____

Date: _____