



STANDARD OPERATING PROCEDURE

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Awards

Florida Award Criteria & Submission Requirements:

- A. Chair and Vice Chair of Awards Project Team will not be eligible for an award in the year served.
B. One person, one award per year based on votes of the Project Team. In the event one nominee is noted first place for two or more awards, the nominations shall go back to Committee for re-evaluation and decision with the exception of the Presidential Awards.
C. Awards Project Team members shall be limited to a maximum of one person per Network.
D. State Line officers are ineligible for nomination of awards during their term in office.
E. Any Florida Network may nominate a member from another Florida Network.
F. Self-nominations for individual awards are not allowed.

Award and Criteria for Nominations:

NETWORK OF THE YEAR

- A. The Network that demonstrates/exemplifies the Women’s Council mission, vision and values with an emphasis on leadership, professionalism and a commitment to excellence.



- B. Delivers quality programming.
- C. Minimum retention rate of 75%.
- D. Utilizes the National local website as a current and informative resource for its members.

Submission Requirements for Network of the Year: Nominations for Network of the Year are to be submitted by State Governing Board members.

ENTREPRENEUR OF THE YEAR - Flow Through from Local Networks

- A. Must be a member of National Women’s Council of REALTORS® for a minimum of one year.
- B. Should have been a REALTOR® or REALTOR®-ASSOCIATE for a minimum of five years.
- C. Sales Agent Application form must be signed by Association Executive and Officer or Broker. Broker/Manager/Owner Application form must be signed by Association Executive Officer.
- D. The Entrepreneur of the Year Nominees must be the most recent recipient from the Local Networks’ Entrepreneurs of the Year.
- E. Criteria will be based on these categories: ·
 - Business Accomplishments: 50%
 - Describe a recent business initiative that yielded outstanding business results.
 - Describe how you are doing business differently from 5 years ago and what benefits this has yielded.
 - What recommendations would you make to someone new to the profession?

 - State your production in the past year.
 - Education 20%·
 - Describe how you have mentored women in the profession: 10%·
 - List Political/Business Community Involvement as well as REALTOR® Local/State/National Leadership (with dates) 5%
 - Public offices held/campaigned for:
 - Business Community involvement:
 - Membership in Professional Organizations:
 - Career Achievements: 15%
 - Describe outstanding accomplishments in your career and any special recognitions.

Submission Requirements for Entrepreneur of the Year: All current Local Presidents nominate one (1) member for Entrepreneur of the Year and turn in the nomination by state awards deadline.

STATE HUMANITARIAN OF THE YEAR

- A. The person to be considered must be a member in good standing.
- B. The nominee should have freely volunteered of their time and talents to one or more organizations. That person should have volunteered many hours of service and commitment on a continuous basis and provided “hands-on” involvement to a specific cause. This member, by way of example, is a role model for other Women’s Council of REALTORS® members.



- C. Must be actively serving on a State Committee or Project Team during the year they are nominated.

Submission Requirements for Humanitarian of the Year: Humanitarian of the Year is nominated by State Governing Board members and Local Presidents Elect.

STATE MEMBER OF THE YEAR

- A. State honoree shall be selected by these standards:

Local Network activities	25%
State Network activities	25%
Women’s Council of REALTORS® National activities	10%
Local Board activities	10%
State Association activities	5%
National Association activities	3%
Societies	5%
REALTORS® honor	2%
Political involvement	5%
Community service	5%
Business accomplishments	5%
- B. Must be actively serving on a committee or Project Team during the year they are nominated.
- C. Nominees shall have been members for a minimum of five (5) consecutive years.

Submission Requirements: Member of the Year is nominated by State Governing Board members. Local Networks may have both a local and State Member of the Year. Submit State Member of the Year to the National Council by their deadline.

STATE MENTOR OF THE YEAR

- A. The nominee must be a member in good standing, actively serving on a State Committee or Project Team during the year they are nominated.
- B. The nominee must have shown outstanding support for Women’s Council of REALTORS®, either by example or by their response when guidance and knowledge is requested.
- C. The nominee should have extended a positive influence, shown comfot to and reinforced the efforts put forth by the leadership of Women’s Council of REALTORS®.
- D. This mentor will be chosen for deeds intended for the overall good of the Women’s Council of REALTORS®.

Submission Requirements: Mentor of The Year is nominated by State Governing Board members and Local Presidents Elect.

STATE RISING STAR

- A. Nominees are actively participating on a State Committee or Project Team during the year they are nominated.
- B. Demonstration of leadership skills.
- C. Demonstration of a desire to learn more and to participate further on a State level.
- D. Assumes tasks and goes beyond what is asked.



- E. Demonstrates the ability to be creative and motivated.

Submission Requirements: State Rising Star is nominated by the State Governing Board members.

STATE OFFICER OF THE YEAR

- A. Must be currently serving as a District Vice President or State Liaison.
- B. Demonstrates leadership qualities within their District(s).
- C. Has made a positive change in their District(s).
- D. Has improved the lines of communication within their District(s).

Submission Requirements: State Officer of the Year is nominated by the State Governing Board members.

STATE STRATEGIC PARTNER OF THE YEAR

- A. Involved at the State level for one (1) year or more.
- B. Strategic Partner of the Year must be actively serving on a committee or Project Team during the year they are nominated and/or sponsor/participate at one or more district conferences.
- C. Exemplifies the objectives of the Women's Council of REALTORS® through their willingness to lend a helping hand.

Submission Requirements: State Strategic Partner of the Year is nominated by the State Governing Board members.

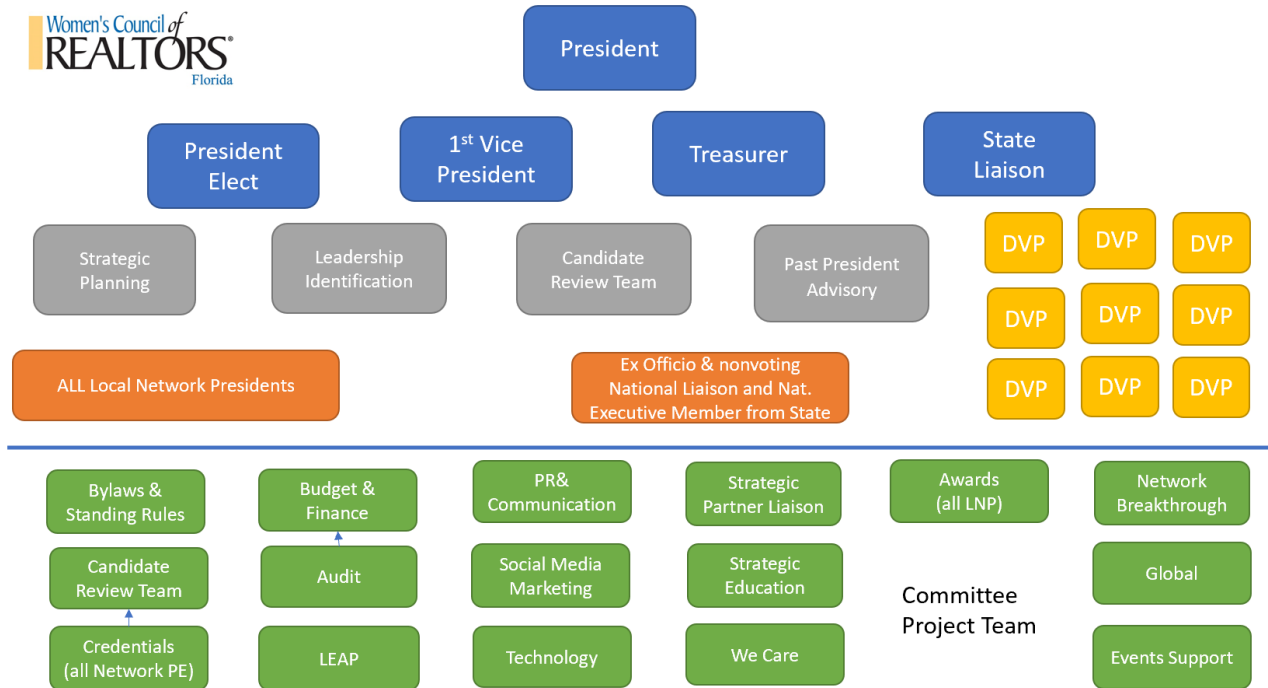
TALLYING AWARDS BALLOT SHEETS:

Each voting member will choose a First, Second and Third Place choice for each award. Each First-Place choice will be assigned 3 points, the Second-Place choice will be assigned 2 points and the Third-Place selection will be assigned 1 point. The nominee in each award category will be the winner. In case of a tie, the nominee who received the most First Place points (3) will be the winner. In the case of a tie with two nominees receiving the same number of total points and First Place votes, the nominee write ups would go back to committee for a second vote.

CANDIDATE REVIEW TEAM (see State Bylaws Article VIII)

Requirements for State Line Officers (see State Line Officers Job Description at www.wcr.org)

Women’s Council of REALTORS® Florida Chart



Leadership Identification & Development (see Leadership Identification & Development Committee State and Leadership Identification & Development Process for State at www.wcr.org)

Members that running for National Office

- Funds will be allocated in the approved budget for the approved Florida National Line Officer Candidate for their installation. If a candidate does not move forward the budgeted funds will remain in the reserve account as stated in the State Financial Policy.
- Funds will be allocated in the approved budget for the approved National Line Officer Candidate who is brought forward from the State’s Leadership Identification Committee for the purpose of marketing their candidacy must:
 - a) Submit a consent to serve form.
 - b) Have a desire to serve as National President.
 - c) Be selected based on committee/forum service and workshop involvement at the National level.
 - d) For funding reimbursement, invoices and receipts must be submitted according to the Network guidelines.