



## **Leadership Identification and Development Application Process – For National**

### **Part 1. Instructions for applicants**

The attached form is to be submitted to the State Leadership Identification and Development Committee. **You are limited to one page (size 11 font or larger).** Do not adjust the margins or font size or include other attachments. Please submit an electronic photo as an attachment. (jpg format preferred)

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 resume.
- ✓ Communication – speaking, writing, persuading, listening, negotiating
- ✓ 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 chair of the website committee, I wrote the program and events copy for the chapter website. I made a well-received presentation at the state orientation on the Chapter Business Plan.

#### *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.

### **Part 2. Instructions for the Committee**

- A. It is recommended that the committee evaluate submissions through some type of personal interaction with candidates to better assess skill sets and interests (e.g. one-on-one contact, phone interview, face to face interviews with the committee, etc.)
- B. The committee should review the resumes prior to sending to National, and assist as necessary with insuring the form is completed and clearly reflects the candidates experience, skills and interests.
- C. The Leadership Identification & Development form is 2 pages. The first page is for the candidate to complete. The second page is for the committee and committee chair to complete. The chair must include reasons for recommendation. Submit the member's photo as an email attachment if you are using the PDF format. Insert in the document if using the Word format. Hand written or incomplete resumes will not be accepted.



Name

State

Cell Phone # with area code

Have you completed your Member Expertise Profile in the Referral Center?

**Experience: Tell us about skills you have and results that you have achieved in the categories below.**

➤ Women's Council

➤ REALTOR® Organizations

➤ Business

➤ Community Organizations