



# Leadership Academy

## *“Developing Leaders for a Successful Future”*

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Congratulations! You have made a pivotal decision in your personal development by completing this package and applying for the 2021 Leadership Academy. This rigorous program is designed to train emerging REALTOR® leaders who want to get involved, make a difference, grow their businesses and expand their leadership skills. Whether your aspirations are directed toward leading a committee, a REALTOR® Association Board member, Elected Office, or a Community Association, The Leadership Academy will empower you to maximize your leadership potential. As a participant you will be immersed in learning how your association works, team-building exercises, goal setting, networking techniques and communication skills. Graduates of the Central Panhandle Association of REALTORS® Leadership Academy will be equipped with the knowledge, skills and confidence to excel as a leader in the 21<sup>st</sup> Century.

### *Selection Criteria Includes*

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- 12 months as an active Realtor®
- Enthusiasm is a must
- Attends community events or meetings
- Shows an interest in the Community
- Demonstrate a desire to be involved in the Central Panhandle Association of Realtors® as a committee member, committee chairperson, Director and/or Officer.
- Shows Support and Interest for REALTORS® Political Action Committee (RPAC)
- The ability to commit to the program requirements and project

### *Graduation Requirements*

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- Attend ALL Leadership events, meetings and training. (1-2 per month).
- Attend ALL Realtor® Association Quarterly Luncheons.
- Attend one CPAR Board of Directors Meeting.
- Complete Leadership Academy activity/project.
- Volunteer to serve at the annual CPAR Golf Tournament and help solicit a door prize.
- Attend at least on Realtor Round Up (held monthly)
- Attend at least one RAPC event
- Join and participate in at least one CPAR Committee. *(requires no more than (2) excused absences per committee year per committee)*
- Attend Great American Realtor® Day (GARD) on
- Attend Florida Realtors Convention and Governance Meetings (5 night stay in Orlando)
- Complete the C2EX endorsement from NAR by March & challenge another agent in your office
- Attend a City or Commission meeting

*\*If more than two absences are incurred, participant will be dropped from the Academy and will not be eligible to graduate\*\**

The Leadership Academy will select 10 Candidates for this honored position. Please submit your completed application no later than **November 18<sup>th</sup>, 2020**. If your application is chosen, notification will be sent to you, by **November 24<sup>th</sup>, 2020**

\*\*\*\*\*Tuition for each participant is \$220. Payment is due within 10 days of acceptance in to the program. \*\*\*\*\*

*Ida Hargaray*

2020 Chairman,  
Leadership Academy



Central Panhandle Association of Realtors

## Preliminary 2021 Leadership Academy Schedule

January 7<sup>th</sup> – Meet and Greet

- Orientation
- Meet fellow classmates
- Meet BOD and Committee Chairs

January 19<sup>th</sup> – ‘All about CPAR’ Lunch N Learn

- Tour CPAR and meet staff – learn what they do
- Robert’s Rule training with Debbie Ashbrook
- Introduction to CPAR policy and By Laws

February 16<sup>th</sup> – Local Leadership Lunch N Learn

- Community leaders
- Leadership tips and advice
- What your community is doing for you

March - Date TBA – Great American Realtor Days at the Capitol

- The Legislation process
- Legislation effecting our industry

March 24<sup>th</sup> – CPAR Board of Directors Meeting

- Understand how the Board Meetings run
- CPAR topics and Board decisions

April 20<sup>th</sup> – Team Building Course

- Team building exercises
- Discover your strengths and how to use them

May 18<sup>h</sup> – Tour of the Port of Panama

- Economic driver for our community
- See how imports/exports effect our community

June 15<sup>th</sup> – Public Speaking Lunch N Learn

- Importance of speaking and interacting publicly
- Public speaking exercise

July 20<sup>th</sup> – Florida Realtors Lunch N Learn

- Hear from a Florida Realtors Representative
- Leadership Training

August 25<sup>th</sup> -29<sup>th</sup> – Florida Realtors Convention

- Get the big picture
- Understand how the Board works on a state level

September 7<sup>th</sup> – Tyndall Tour

- Understand how military impacts our community
- Meet with key officers

September 15<sup>th</sup> – Graduation

- Graduation during quarterly meeting

*\*\*Times and Locations TBA, Dates subject to change\*\**



Central Panhandle Association of Realtors

Please read the application carefully and answer all questions thoroughly. Attach extra paper if additional space is needed in answering any questions.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Company: \_\_\_\_\_

Broker: \_\_\_\_\_ CPAR ID: \_\_\_\_\_

Email: \_\_\_\_\_

Office: \_\_\_\_\_ Cell: \_\_\_\_\_

License Number: \_\_\_\_\_ Year Licensed: \_\_\_\_\_

Universal Shirt Size \_\_\_\_\_ Woman's Shirt Size \_\_\_\_\_ Men's Shirt Size \_\_\_\_\_

I, \_\_\_\_\_, understand the importance and priority of the Central Panhandle Association of Realtors® Leadership Academy and if chosen as a candidate, I agree to complete and make all required activities and events a top priority in my schedule. I understand that if I have more than 2 absences I will be dropped from the Academy and will not graduate. If I am not able to fulfill any portion of my commitment, I will immediately notify in writing, the chairperson of the Leadership Academy, the CEO and the president of the Central Panhandle Association of Realtors®. I understand as a participant, I represent CPAR and will conduct myself, in a professional manner, at all times in person and online. I also understand and agree that \$20 from my \$220 tuition will be considered a voluntary contribution to the REALTOR® political Action Committee.

*Contributions to RPAC are not deductible for federal income tax purposes. Contributions are voluntary and are used for political purposes. The amounts indicated are merely guidelines and you may contribute more or less than the suggested amounts. The National Association of REALTORS® and its state and local associations will not favor or disadvantage any member because of the amount contributed or a decision not to contribute. You may refuse to contribute without reprisal. Your contribution is split between National RPAC and the State PAC in your state. Contact your State Association or PAC for information about the percentages of your contribution provided to National RPAC and to the State PAC. The National RPAC portion is used to support federal candidates and is charged against your limits under 52 U.S.C. 30116. Contributions received from a corporate entities shall be forwarded to the National Association of Realtors Political Advocacy Fund*

I acknowledge, with my signature below that I agree and commit to complete all participation requirements as detailed in this Leadership Academy application, in order to graduate from the 2020 Leadership Academy.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

BROKER HEREBY RECOMMENDS APPLICANT FOR THE CENTRAL PANHANDLE ASSOCIATION OF REALTORS® 2020 LEADERSHIP ACADEMY AND ACKNOWLEDGES THAT ATTENDANCE IS REQUIRED FOR ALL ACTIVITIES/EVENTS FOR THE DURATION OF THE COURSE.

Broker Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Central Panhandle Association of Realtors

## 2021 LEADERSHIP ACADEMY QUESTIONNAIRE

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. Why do you want to participate in this program?

2. What does leadership mean to you?

3. How long have you been an active Realtor® and what is your area of expertise?

4. Past work experience outside of the Real Estate Industry:

5. Realtor Educational Background (include designations and/or special awards):

6. What additional skills can you offer the association? (i.e. marketing, technology)

7. In what ways are you currently involved in the community?

8. List 3 ideas for your class project that will enhance the community and/or the Association/REALTORS®

1.

2.

3.

8. Committee Involvement:

*Indicate below which committee(s) you have served on in the past and fill out the attached Committee Sign-Up form with your committee selection for 2021.*

**\*Communications**

\_\_\_\_\_ Prior Year(s) Served

**\*MLS**

\_\_\_\_\_ Prior Year(s) Served

**\*YPN**

\_\_\_\_\_ Prior Year(s) Served

**\*Education**

\_\_\_\_\_ Prior Year(s) Served

**\*Grievance**

\_\_\_\_\_ Prior Year(s) Served

**\*RPAC**

\_\_\_\_\_ Prior Year(s) Served

**\*Benevolence**

\_\_\_\_\_ Prior Year(s) Served

**\*Governmental Affairs**

\_\_\_\_\_ Prior Year(s) Served



**COMMITTEE SIGN UP**

Exciting opportunities are available to members of our organization who seek the unique challenges and responsibilities of leading the Central Panhandle Association of REALTORS®

Below you will find the committee request with description of each attached. This is your organization and we need your help, skills, and ideas.

**COMMITTEE REQUEST**

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

PHONE:(\_\_\_\_\_)\_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

Have you ever served on a CPAR Committee? YES  NO

Committee Name: \_\_\_\_\_ Date Served: \_\_\_\_\_

Committee Name: \_\_\_\_\_ Date Served: \_\_\_\_\_

Committee Name: \_\_\_\_\_ Date Served: \_\_\_\_\_

**Committee Choices**

- Communications
- Leadership Academy\*\*
- YPN
- Benevolence
- MLS
- Education
- Grievance
- Chipola Council
- Professional Standards
- RPAC
- Commercial
- Governmental Affairs

I do not wish to serve on a committee but I am skilled at \_\_\_\_\_ and would like to help on a special project or task force.

Committee members shall be selected by the in-coming Chairman and approved by the Board of Directors.

*\*\*Registration fee required.*

Email application to [admin@cpaor.org](mailto:admin@cpaor.org).





## Central Panhandle Association of REALTORS® Committee Descriptions

### Communication / Public Relations Advocacy Committee

To develop and promote projects that enhance the image of the REALTOR® organization, individual members, and the community it serves and to work directly with the CPAR staff in promoting the Association of REALTORS® and the annual projects to and for our community.

### Leadership Academy\*\*

The Leadership Academy shall develop methods to identify potential leaders and improve leadership programs of the Association. The Committee shall enhance the involvement and public visibility of members in the community, civic, charitable, and service organizations.

### YPN

The Young Professional Network helps young real estate professionals excel in their careers by giving them the tools and encouragement to become involved in four core areas: Realtor® Associations, Real Estate Industry, Peers, and Community.

### MLS Committee

Provide oversight of MLS policies, procedures, rules, publications and forms. Shall oversee all MLS computerized services to the membership.

### Professional Development & Education Committee

This committee along with the CPAR Staff provides members with educational opportunities throughout the year. Education classes are offered not only for license renewal, but to improve professionalism and productivity of all members in the real estate profession.

### Grievance Committee

Review arbitrations for compensation disputes that may arise between Brokers. *(must be a member in good standing for at least one of the last two years and participate in the Professional Standards training.)*

### Professional Standards Committee

Boards are responsible for enforcing the REALTORS® Code of Ethics. Professional Standards Committee members enable the Association to provide a vehicle in which REALTOR® members can settle disputes in violation of the Code of Ethics of the National Association of REALTORS®. *(Must have served on the Grievance Committee for at least two years and participate in the Professional Standards training.)*

### Realtor Political Action Committee (RPAC)

Monitors legal issues for homeowners and REALTORS®, with knowledge of current and proposed legislation affecting the real estate industry. RPAC, working directly with the CPAR staff, raises funds voluntarily from members for use in issues, campaigns and campaign contributions to political candidates at federal, state and local levels.

### Governmental Affairs Committee

Identifies local issues affecting, or potentially affecting, the real estate industry and/or private property rights and takes action by becoming involved in those issues and ultimately making recommendation to the Board of Directors. The committee disseminates information on local, state and national issues to the membership, screens candidates for local political office, educates members through candidate forums, and actively supports raising funds for RPAC (Realtors Political Action Committee).

### Commercial Investment Networking & Marketing Committee

The Purpose of the Committee is to share ideas, investment opportunities and best practices with its members. The committee will identify and recommend real estate investment opportunities for the Association to the Board of Directors for consideration.

### Benevolence Committee

Oversees the Association's Benevolence account and make recommendations for its distributions to the Board of Directors in accordance with the Bylaws. CPAR shall receive and retain deposits made to the account and the Committee will determine when and to what degree future distributions are to be made from the account to other Realtor Associations or other parties in times of need.

REALTORS® is a registered mark which identifies a professional in Real Estate who subscribes to a strict Code of Ethics as a member of the NATIONAL ASSOCIATION OF REALTORS®

