

**Virginia Peninsula Association of REALTORS® , Inc.**  
**Official Nomination Form**  
Submissions **MUST** be Typewritten or Computer Generated.

***2017 Manager of the Year***

- All nominees must be VPAR members
- Nominations can be submitted by any member of VPAR, firm owner, Broker or direct supervisor.

**(Members are not eligible to receive this award more than once in a 5 year period)**

Name of Nominee: \_\_\_\_\_

Firm: \_\_\_\_\_

Nominee Contact Information: \_\_\_\_\_

NO LETTERS OF REFERENCE WILL BE ACCEPTED.

Objective: The REALTOR® Manager recipient of this award must have served his/her firm in a Brokerage Management capacity which includes Sales Manager, Office Manager, and Owner/Brokers directly managing a sales staff. The nominee should have met the following criteria:

1. Demonstrated professional knowledge and education
2. Participation at local and state level of the association
3. Demonstrated civic involvement and/or community service
4. Specific examples of how the nominee is effective on the job, ability to implement programs and solve problems

**Award Criteria**

1. Specific examples of how the nominee is effective on the job, ability to implement programs and solve problems. Current Year Only (40%)
2. Professional knowledge and designations. This category will enumerate professional courses taken and/or taught, designations earned, etc. (20%)
3. VPAR and Virginia REALTORS ® participation (local and state) (25%)
  - a. Previous year participation.
  - b. Current year participation.
4. Civic involvement and/or Community Service. This category will demonstrate nominee's commitment to serving the public that provides his/her livelihood and thereby promotes the image of REALTORS®. (15%)
  - a. Previous year participation.
  - b. Current year participation.

**Additional comments on the nominee.**