

NORTHEAST FLORIDA ASSOCIATION OF REALTORS® , INC.
CANDIDATE'S APPLICATION QUESTIONNAIRE FOR AN OFFICER OR DIRECTOR POSITION

1. Name _____
2. Firm Name/Address _____
3. Position held at Firm (owner/broker, broker associate, sales associate, etc.)? _____
 - a. Area of real estate specialty? _____
 - b. How much time do you spend in this profession? _____
 - c. In what field is the balance of your time spent? _____
4. Number of years licensed. _____ Realtor® since. _____
5. What was your occupation prior to obtaining a real estate license? _____
6. Will you make a commitment to attend the monthly Board of Director meetings, general membership meetings, and any other special meetings as required? _____
7. Are you willing to keep up with the volume of communications that concern association matters i. e. reading material, background material, etc.? _____
8. Do you realize that, as a NEFAR Officer/Director, you would not be in a ceremonial position but one with fiduciary duties, responsibilities, and obligations to assist in moving the Association forward in the coming years based on the Strategic Plan? _____
9. Do you understand that you may be asked to assist with special assignments during the year and are you willing to commit to those assignments? _____
10. Do you contribute to RPAC? _____ Would you be willing to annually become, at a minimum, a \$99.00 RPAC contributor as an Officer or Director of this Association? _____
11. What education level and skill sets do you possess to qualify for the position(s) requested?

12. Qualifications (list positions held, year, and principal services if not on your attached resume/bio)
 - a. Realtor association activities (local, state, and national)

b. Civic Activities

c. Leadership positions

13. Why are you interested in serving as an Officer or Director?

Questions 14. & 15. For MLS Director Position Only

14. Please describe your level of expertise regarding MLS technology.

15. What knowledge do you have of RETS and RESO?

16. If selected by the Nominating Committee, I will abide by the Leadership Standards of Conduct and I will commit to the duties of the position(s) if selected, including a minimum donor of \$99 for RPAC annually and serve in any of the following Officer/Director positions indicated below:

Candidate Signature Date

Please check any position or positions for which you desire to be considered by Nominating.

- _____ NEFAR Director **OR** _____ NEFMLS Director _____
- _____ NEFAR President-Elect**
- _____ NEFAR Treasurer**
- _____ NEFAR Secretary**
- _____ NAR Large Association Director***

**Email this application and any additional documents to Nominating@NEFAR.com
Applications received after May 10, 11:59 pm will not be eligible for consideration**

**** NEFAR Officer Positions:** These positions have additional requirements for a candidate to be considered by the Nominating Committee and to obtain an interview appointment. (FDLE background check & three-bureau credit report) See the next page for additional requirements that must be agreed to and completed by all candidates for NEFAR Officer positions.

***** NAR Large Association Directors:** When available from NAR, the NAR Large Association Director candidate must also complete a written NAR Director Application that includes the following:

- Statement by the applicant describing their involvement in real estate, why they are seeking a position on the NAR Board of Directors, and what they believe they can contribute in their role.
- Commitment to support the mission, priorities, and core values of NAR.
- Acknowledgment that the candidate will fulfill all duties and responsibilities of the role including but not limited to preparing for, attending, and participating in meetings and abiding by NAR policies and procedures.
- Have served in some capacity within NAR governance, a state or local association, or NAR Institute, Society, or Council.

The NEFAR Nominating Committee will review all NAR Large Association Director applications received by NEFAR to determine if they meet NAR's requirements for submission, if they do, they will be added to the NEFAR slate of officers and directors and voted on by the NEFAR REALTOR® membership. If NEFAR receives more applications than the number of allotted NAR Large Association Director positions, then NEFAR will submit only those with the highest number of member votes to fill the allotted positions.

Should no Member apply for this position, the President shall serve for a one-year term as a NAR Large Association Director. If the President does not wish to fill this NAR Large Association Director position, the Board of Directors will then elect the NAR Large Association Directors for a one-year term.

NEFAR's Large Association NAR Directors are required to annually satisfy all of the NAR Director's qualifications and performance expectations as outlined below and on NAR's website as periodically updated. The term of office may be up to three years, subject to annual membership fluctuations.

The Nominating Committee will review all NAR Large Association Director applications to ensure the candidates have met the qualifications and requirements. Once the Nominating Committee has confirmed the candidate has met the requirements and qualifications, the candidate shall be placed on the 2027 slate of officers and directors for membership vote.

“ONLY COMPLETE THIS PAGE IF APPLYING FOR A NEFAR OFFICER POSITION”

Northeast Florida Association of Realtors®, Inc. (“NEFAR”)
Additional Requirements to Interview for a NEFAR Officer Position Only

Every potential candidate desiring to run for a NEFAR Officer position shall provide written authorization (see attached) and their social security number, race, date of birth, and full name for NEFAR’s CEO to obtain the potential candidate’s current FDLE criminal background report at NEFAR’s expense.

Every potential Officer candidate shall provide NEFAR’s CEO with a current three-bureau credit report with their application at the potential candidate’s expense.

Failing to provide either my personal information for the FDLE criminal background report or the three-bureau credit report will be grounds to deny my application for a potential NEFAR Officer position and/or my candidate interview.

By my signature below, this document serves as my written authorization for NEFAR to obtain my current FDLE criminal background report at NEFAR’s expense and I agree to timely provide my full name, social security number, race, and date of birth so NEFAR may obtain the report. I agree to timely purchase my current three-bureau credit report and provide NEFAR a copy.

Both reports must be timely received by NEFAR’s CEO and reviewed before potential candidates receive an interview appointment with the Nominating Committee.

Failure to timely provide this written authorization and personal information for the FDLE criminal background report and the three-bureau credit report will disqualify me as a potential candidate for an interview and from holding an office.

I agree to the above, and by my signature, I authorize the above requirements and further agree to provide my information below.

Signature of the Candidate

Date

Print the Full Name of the Candidate

Social Security Number

Driver’s License Number

Date of Birth

Revised 4/09/26 wge

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