

NORTHEAST FLORIDA ASSOCIATION OF REALTORS

APPLICATION FOR THE GRIEVANCE COMMITTEE (3 years of real estate sales experience is recommended) or THE PROFESSIONAL STANDARDS COMMITTEE (Prerequisite: Grievance Committee experience)

Name of Applicant _____ Nickname _____

Name of real estate firm or employer _____

Your firm position or title _____

Number of licensees in your firm _____

How many years have you been active in real estate? _____

What is your primary field of real estate expertise? _____

What is your secondary field of real estate expertise? _____

Describe your participation in post-licensing real estate education _____

Describe any Code of Ethics training you have had and any prior service on a Grievance and/or Professional Standards Committee _____

Describe your familiarity with Florida Real Estate Laws and Regulations _____

Have you ever been named as a respondent in an Ethics Complaint? If so, when, where, and what was the outcome of the Complaint _____

Please attach a letter of recommendation. (**Required**, to be considered for service on the Grievance Committee.)

By my signature below, I affirm the above information is correct and acknowledge that, if appointed, my term will be for a period of three (3) years. I also understand, as a part of my three (3) year commitment, I shall attend annual Grievance/ Professional Standards training.

Email address: _____

Signature

Contact Phone Number

Date

Thank you, in advance, for your interest. The deadline to submit your Application, etc. is: 10/22/21

Please return form to: Susan Rodehaver, Professional Standards Administrator: susanr@nefar.com

Acknowledgment of Commitment

Interested in serving on the **Professional Standards Committee** of the Northeast Florida Association of REALTORS® ("NEFAR")? Here's what you need to know before agreeing to make the minimal **three (3) year term commitment**:

1. There is a prerequisite that you must have served on the Grievance Committee;
2. You cannot serve on the NEFAR Board of Directors simultaneously;
3. Members of the Professional Standards Committee are selected to serve on Hearing Panels that hear matters of alleged unethical conduct by Association members, and provide arbitrations;
4. **All information** concerning the identity of the parties, dates of hearings, and details of the cases **is strictly confidential**;
5. E-mails are sent to all Professional Standards Committee members, with a list of possible hearing dates, and the parties involved. If you have no conflicts with the parties, you would respond with **all** dates that you could be available;
6. When selected as a panelist, you are e-mailed a copy of the Official Notice of Hearing. As a hearing panelist, you would be required to come into the Association office to review the case prior to the hearing date, if the hearing will be conducted in-person, or, if the hearing will be conducted virtually, to review the case that will be provided via email in a timely manner to be well prepared;
7. A pre-hearing, attended only by the Hearing Panel, is held prior to the hearing itself. (Usually anywhere from ½ - 1 hour before the scheduled hearing time.);
8. The duration of a hearing/arbitration is entirely dependent on how long it takes to ensure due process. All parties, and/or their representative(s) or legal counsel, are afforded an opportunity to state their case, present evidence and witnesses, conduct cross-examination, and make a closing statement;
9. You would be required to attend any training classes that are scheduled; and
10. You would be required to keep Susan Rodehaver updated on all contact information.

If you have any questions, please do not hesitate to contact me (Susan Rodehaver, Professional Standards Administrator) at 904-394-9137.

Print Name

By my signature, I hereby
acknowledge the above.

Date

Please attach this form to your Application.