ASFMRA JOB DESCRIPTION
BYLAWS COMMITTEE CHAIR
Level 4 – Experienced Volunteer Leader

Committee Overview
The Bylaws Committee periodically reviews the ASFMRA Articles of Incorporation, Code of Ethics, Standards of Professional Practice, Bylaws, and Policy and Procedure Manual as needed or requested by the Executive Council. They may make recommendations for amendments when needed. Committee will consist of no more than seven members.

Key Chair Responsibilities:
• Preside at Committee Meetings and conference calls and have general oversight of Committee matters.
• Communicate with Committee members to keep them informed of any proposed changes or requests for amendments to governing documents
• Prepare Committee reports as needed and requested
• Serve as a liaison between the Committee and the staff
• Make assignments and oversee the work that is assigned to Committee members
• Coordinate with staff on setting goals and timelines for the calendar year
• Coordinate with staff on the development of meeting agendas; review and approve meeting agendas

Minimum Qualifications: ASFMRA Member and previous Committee member for at least one year, in good standing

Performance Metrics:
• Coordinating with the Committee for quality timely outcome
• Assigning tasks as needed
• Assuring the completion of duties such as policy rewrites as needed

Opportunities:
• Further develop leadership, collaboration and communication skills
• Connect and build relationships with rural appraisal and farm management professionals who may become friends and business colleagues, or in some cases, even prospective employers
• Build a reputation as a member who contributes to the profession and gets the job done
• Develop skill and knowledge in the interworking's of the ASFMRA

Selected/Appointed By: In accordance with requirements indicated in the corresponding Society Policy, the President-Elect shall appoint the Chair

Term Length: Three-year term, with ability for re-appointment for up to two (2) three-year terms. Terms are not automatic. To be selected for a second term, Committee Chair needs to re-apply. If a Committee member is appointed Chair and he/she is at the end of his/her term(s), the term will be extended to cover the year(s) necessary to cover the Chair position.

Time Commitment: Most years, any business the committee has is completed on a conference call.
Reports to: Executive Council

Support Staff: Membership Coordinator and other ASFMRA staff

Compensation/Expense Reimbursement: Per Volunteer Reimbursement Policy as defined in the ASFMRA Policy and Procedures Manual