

**ASFMRA JOB DESCRIPTION**  
**BYLAWS COMMITTEE MEMBER**  
**Level 3 – Experienced Volunteer**

**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 Member Responsibilities:**

- Attend and participate in all Committee Meetings and conference calls
- Complete assigned tasks from Committee Chair
- Stay informed on governing documents of the Society and communicate with other Committee members when the need arises
- Promote professionalism in the agricultural profession and promote the professionalism of all members
- Perform other duties as assigned and deemed necessary to ensure successful execution of the mission of ASFMRA

**Minimum Qualifications:** ASFMRA Member in good standing

**Performance Metrics:**

- Attend and participate in all Committee meetings and conference calls
- Complete tasks as assigned

**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 members.

**Term Length:** Three-year term with ability for re-appointment for up to two (2) three-year terms. Terms are staggered. Terms are not automatic. To be selected for a second term, Committee member needs to re-apply.

**Time Commitment:** Most years, any business the committee has is completed on a conference call.

**Reports to:** Bylaws Committee Chair

**Support Staff:** Membership Coordinator and other ASFMRA staff

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