Committee Overview
The Ethics and Standards Committee has the duty to enforce principles that guide the relationship between members of the Society and their clients; between fellow members of the Society; and between the Society and the general public. The Ethics and Standards Committee, in accordance with the Code of Ethics and Standards of Professional Practice, shall, upon receipt of a written complaint, or upon its own initiative, investigate and make recommendations, or take appropriate action upon any matters of ethical or professional conduct.

Key Chair Responsibilities:
- Preside at Committee Meetings and conference calls and have general oversight over Committee matters
- Preside at any in-person Committee Meeting held in conjunction with the ASFMRA Annual Conference
- Communicate with Committee members
- 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 meeting timelines for cases
- Coordinate with staff on a development of meeting agendas; review/approve meeting agendas
- Receive complaints concerning a member
- Open a complaint file containing all case documentation
- Notify complaining party that a complaint has been received and Society Ethics and Standards Committee will investigate and take appropriate action
- Notify member against whom the complaint has been filed by providing the member a statement of the nature and extent of the complaint and procedure and timelines to be followed in the investigation. Copies of documents relevant to complaint in Society’s possession shall be included with notification
- Review case materials which have been submitted to the Society office
- Provide a written report, within 90-days, for each complaint case, (assigned to a Committee member, the Vice Chair, or handled directly by the Chair) describing the extent of the investigating members’ findings
- Work with Committee members to determine whether the complaint and alleged violation have merit
- If no violation/without merit is determined by the Society’s Ethics and Standards Committee, matter and investigation are closed
- When the determination that further action is necessary, procedures to be followed are in the Policy and Procedure Manual
- If appropriate, inform member at time of further investigation of possible actions or requirements which may be imposed upon member and his/her rights. Copies of all documents pertinent to complaint shall be included. Member has thirty (30) business days to respond to complaint after receipt of complaint and information
- Convene the Committee following the thirty-business-day period for member to respond and make a final decision which will be delivered to the member within ninety (90) business days
- Instruct Society staff of appropriate action
• Report final decision of the Committee on each case file to the Executive Council
• Brief the Vice Chair on the status of all cases so he/she can assist in preparing for the Annual Committee Meeting

Minimum Qualifications:
• ASFMRA Accredited Member in good standing
• Served prior year as the Vice Chair of the Ethics and Standards Committee
• Ability to keep confidential matters confidential

Performance Metrics:
• Ensuring that timelines for all activities are met. Being late puts real strain on those being reviewed
• Informative and timely response provided to all individuals involved in cases

Opportunities:
• 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 a new area of rural appraisal and farm management

Selected/Appointed By: The prior year’s Ethics and Standards Committee Vice Chair is automatically the Chair. ASFMRA Accredited member in good standing.

Term Length: One-year term, served as Vice Chair prior year to being Chair.

Time Commitment: In a typical year, there is one in-person meeting which is held in conjunction with the ASFMRA Annual Conference. Conference call meetings are held as warranted. Review cases are assigned to Committee members by the Chair and written review/findings are due within ninety (90) days of assignment. Once the written review/findings are determined, the member will have thirty (30) business days to respond to the complaint. The Committee will render a final decision, which will be delivered to the member within ninety (90) business days of the member’s response.

Reports to: Executive Council

Support Staff: Membership Coordinator or other ASFMRA staff

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