

ASFMRA
APPRAISAL EDUCATION AND ACCREDITATION COMMITTEE
Committee Purpose, Policies and Procedures

Committee Purpose

The Appraisal Education and Accreditation Committee shall develop and administer the examinations for the Accredited Rural Appraiser and the Real Property Review Appraiser designations to those who have made proper application and have met the requirements set forth in the Bylaws and Policies. They will oversee the development of all course and seminar content.

Performance Metrics:

- At least three new seminars are developed each year (at least one trending/current).
- Accreditation criteria and exam are kept current.
- Demonstration report process or requirement are changed as needed.

Composition: The committee will have 7 members of which at least 5 are Accredited members. Members are selected/appointed for three year terms by the Nominating Committee in consultation with President-Elect, based upon successful completion of the application process. The Committee Chair is selected/appointed by the Nominating Committee in consultation with President-Elect, based upon successful completion of the application process every other year. The Committee Chair will serve one term of three years, two years as Chair and one year after as Past Chair. The Committee Chair, with staff support, is generally responsible for coordinating the work of the committee members and leading the meetings ensuring that all members are engaged in the discussions and actively contribute to the work of the committee.

Meetings: In a typical year, there are two in-person meetings which are held in conjunction with the ASFMRA Annual Conference and with Education Week. Notice of any in-person Committee meeting, other than those meetings held in conjunction with the ASFMRA Annual Conference and Education Week, shall require at least sixty (60) days prior request to the ASFMRA Executive Council for approval. The request for the meeting shall state the place, date, hour thereof, and purpose or purposes of the meeting. Only after approval of the meeting from the Executive Council shall the committee members be informed of such meeting. If the in-person meeting is not approved by the Executive Council, the committee may hold the meeting via conference phone call or by interactive technology. Conference calls are usually scheduled as needed throughout the year (typically 4-6).

The committee will establish its work plan and budget for the year and submit the budget to the Executive Council for approval by no later than July 25th of each fiscal year. This plan should clearly state the objectives and goals and along with as many process details (what is to be done, by whom, by when) as possible. The objectives and goals must tie directly to the committee purpose and the ASFMRA strategic initiatives. Use of [SMART goals](#) is strongly encouraged. The budget request submitted to the Executive Council by July 25th will include any additional in-person committee meetings other than the two typical meetings in conjunction with Annual Conference and Education Week. Other in-person committee meeting requests must be submitted to the Executive Council a minimum of sixty (60) days in advance to be considered.

Procedures:

Candidate Review & Selection

Process Review & Adoption/Amendment

Reports to: Executive Council

Support Staff: Director of Education and Accreditation, Education and Accreditation Specialist
or other ASFMRA Staff