

**ASFMRA JOB DESCRIPTION**  
***APPRAISAL EDUCATION AND ACCREDITATION COMMITTEE CHAIR***  
**Level 4 – Experienced Volunteer Leader**

**Committee Overview**

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.

**Key Committee Chair Responsibilities:**

- Lead Vice Chairs and Committee Members on the work of the committee as defined above
- Work with staff to edit and approve meeting agendas
- Chair meetings (with support from staff)
- Work with the committee to develop an annual plan of work
- Report to staff and Council as appropriate.

**Minimum Qualifications:**

- Accredited ASFMRA member in good standing
- Previous Society/Chapter leadership experience
- Previous Education Committee experience of at least one year

**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.
- Committee members are effectively engaged and participate in the work of the committee.
- Committee meetings are well run.

**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:** Nominating Committee in consultation with President-Elect, based upon successful completion of the application process every other year.

**Term Length:** One, three-year term – two years as Chair and one year after as Past Chair.

**Time Commitment:** In a typical year, there are two in-person meetings which are held in conjunction with the ASFMRA Annual Conference and with Education Week. Conference calls scheduled as needed throughout the year (typically 4-6). Total is around 2-4 hours per month and at least monthly communication with staff.

**Reports to:** Executive Council

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

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