

**ASFMRA JOB DESCRIPTION**  
**APPRAISAL EDUCATION AND ACCREDITATION VICE CHAIRS**  
**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 Vice Chair Responsibilities:**

- Collaborate with the Committee Chair, Committee Co-Vice Chair, and Committee Members on the work of the committee as defined above and in the Committee Procedural Guide.
- Fill in for Chair as needed

**Minimum Qualifications:**

- Accredited ASFMRA member in good standing (one ARA and one RPRA Vice Chair)
- Previously served as a member of the Committee

**Performance Metrics:**

- Attend and actively participate in Committee meetings and conference calls.
- Complete work as assigned and communicate with Chair and staff as needed.

**Opportunities:**

- Develop collaboration and communication skills
- Connect and build relationships with rural appraisal and farm management professionals who may become friends, colleagues and prospective employers
- Build reputation as a member who contributes to the profession and gets the job done
- Develop skill and/or knowledge in a new area of rural appraisal and farm management

**Selected/Appointed By:** Nominating Committee in consultation with the President-Elect, based upon successful completion of the application process.

**Term Length:** Minimum three-year commitment with the option to apply for a second three-year term.

**Time Commitment:** In a typical year, there are two in-person meetings which are held in conjunction with the ASFMRA Annual Conference and Education Week. Conference calls scheduled as needed throughout the year (typically 4-6). Plus, an average of 1-2 hours per month to complete work as assigned unless involved in class development. A total of 20-25 hours per year on average.

**Reports to:** Committee Chair

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

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