

ASFMRA JOB DESCRIPTION
BYLAWS COMMITTEE CHAIR
Level 4 – Experienced Volunteer Leader

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.

Key Chair Responsibilities:

- Work with Nominating Committee on selection and assessment of committee members
- Work with staff and the committee to develop a plan of work
- Lead 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)
- Report to staff and Council as appropriate.

Minimum Qualifications:

- ASFMRA member in good standing
- Previous Committee member for at least one year
- Knowledge of the ASFMRA's governing documents

Performance Metrics:

- Bylaws are consistently updated 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

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

Term Length: Three-year term, with ability for re-appointment for up to two (2) three-year terms.

Time Commitment: Most years, any business the committee has is completed on a conference call. Conference calls are then scheduled as warranted.

Reports to: Executive Council

Support Staff: Membership Coordinator and other ASFMRA Staff

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