

**ASFMRA JOB DESCRIPTION**  
**EDUCATION FOUNDATION LEGACY FUNDING COMMITTEE CHAIR**  
**Level 4 – Experienced Volunteer**

**Committee Overview**

The Education Foundation Legacy Funding Committee conducts fundraising activities, which include the annual Silent and Live Auctions held in conjunction with the ASFMRA Annual Conference.

**Key Chair Responsibilities:**

- Work with Nominating Committee on selection and assessment of committee members
- Lead Vice Chair and Committee Members on the work of the committee as defined above
- Work with staff to edit and approve meeting agendas
- Appoint taskforce for the Annual Conference Auction
- Appoint taskforce for general foundation fundraising
- Chair meetings (with support from staff)
- Work with the committee to develop an annual plan of work and fund-raising goals
- Report to staff and Council as appropriate.

**Minimum Qualifications:**

- ASFMRA member in good standing
- Previous Legacy Funding Committee experience
- Be familiar with the Education Foundation Bylaws

**Performance Metrics:**

- Lead Committee to achieve fundraising goals
- Committee members work to bring in donations for auctions
- Committee members assist with the auction set up

**Benefits:**

- Develop leadership, collaboration and communication skills.
- Connect and build relationships with rural property professionals who may become friends and business collaborators, or in some cases, even prospective employees or employers.
- Build a reputation as a member who contributes to the profession and gets the job done.
- Develop skill and knowledge in new areas of rural property expertise.

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

**Term Length:** Three-year term, with ability for re-appointment for a second term. If a Committee member is appointed Chair and he/she is at the end of his/her term(s), the term will be extended to cover the year(s) necessary to cover the Chair position.

**Time Commitment:** In a typical year, there is one in-person meeting held in conjunction with the ASFMRA Annual Conference. Conference call meetings are scheduled as warranted. The bulk of work is between August and the end of the Annual Conference (typically at the end of October/beginning of November) when the Auction is being planned and donations requested. Committee Chair is expected to assist with the Auction set-up at the Annual Conference, as well as assist during both the Silent and Live Auctions. This could consist of a couple of hours of

phone conference calls. Time at the Annual Conference varies; however, Committee Chair is expected to assist with Auction tasks/duties each day while at Annual Conference.

**Reports to:** Education Foundation Board of Directors

**Support Staff:** Membership Coordinator or other ASFMRA staff

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