

**ASFMRA JOB DESCRIPTION**  
***EDUCATION FOUNDATION LEGACY FUNDING COMMITTEE VICE CHAIR***  
**Level 3 – Learning 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 Committee Vice Chair Responsibilities:**

- Set professional affiliations aside and offer unbiased opinions for the good of ASFMRA, the ASFMRA Education Foundation, and the rural property professions served by the Society
- Act in place of the Chair as needed
- Assist the Chair as needed
- Attend and participate in all Committee Meetings and conference calls
- Complete assigned tasks from Committee Chair
- Promote the Education Foundation Auction and other fundraising events
- Perform duties as assigned on-site at the annual Auction by the Chair
- Perform other duties as deemed necessary to ensure successful execution of the Committee's charge and overall mission of the Education Foundation of the ASFMRA

**Minimum Qualifications:**

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

**Performance Metrics:**

- Participation in Committee Conference Calls
- Solicitation of Chapter/Member donations
- Attendance at the ASFMRA Annual Conference
- Assisting in the checking in, sorting, presentation of the Auction items
- Assisting with moving merchandise and assisting on Auction night with both Silent and Live Auctions

**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 Committee Chair, based upon successful completion of the application process.

**Term Length:** Three-year term, with ability for re-appointment for one term. Terms are not automatic. To be selected for additional term(s), Committee Vice Chair needs to re-apply. If a Committee member is appointed Vice 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 Vice Chair position.

**Time Commitment:** In a typical year, there is one in-person meeting which is held in conjunction with the ASFMRA Annual Conference. Conference call meetings 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 Vice 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 and 2 -10 hours at the Annual Conference depending on the task.

**Reports to:** Education Foundation Legacy Funding Committee Chair

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

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