

**ASFMRA JOB DESCRIPTION**  
***ETHICS AND STANDARDS COMMITTEE VICE CHAIR***  
**Level 4 – Experienced Volunteer Leader**

**Committee Overview**

The Ethics and Standards Committee has the duty to enforce principles that guide the relationship between members of the Society and their clients; between fellow members of the Society; and between the Society and the general public. The Ethics and Standards Committee, in accordance with the Code of Ethics and Standards of Professional Practice, shall, upon receipt of a written complaint, or upon its own initiative, investigate and make recommendations, or take appropriate action upon any matters of ethical or professional conduct.

**Key Committee Vice Chair Responsibilities:**

- Act in place of the Chair as needed
- Attend and participate in all Committee Meetings and conference calls
- Attend in-person Committee Meeting held in conjunction with the ASFMRA Annual Conference
- Complete assigned tasks from Committee Chair
- Complete case reviews as assigned by Chair
- Provide a written report, within 90-days, for each complaint case, describing the extent of the investigating member's findings
- Work with the Committee to determine whether or not complaint and alleged violation have merit
- Be briefed by the Chair on the status of all cases and assist in preparing for the Annual Committee Meeting

**Minimum Qualifications:**

- ASFMRA Accredited Member in good standing
- Served prior year as a member of the Ethics and Standards Committee
- Have technical knowledge of the Ethics and Standards Committee procedures detailed in the Policy and Procedure Manual.

**Performance Metrics:**

- Meeting timelines for all activities as assigned
- Informative and timely response provided to all individuals involved in cases
- Ability to keep confidential matters confidential

**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 the President-Elect and Committee Chair, based upon successful completion of the application process.

**Term Length:** One-year term and the following year will automatically serve one-year term as Chair.

**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 are held as warranted. Review cases are assigned to Committee members by the Chair and written review/findings are due within ninety (90) days of assignment. Once the written review/findings are determined, the member will have thirty (30) business days to respond to the complaint. The Committee will render a final decision, which will be delivered to the member within ninety (90) business days of the member's response.

**Reports to:** Ethics and Standards 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