

**ASFMRA JOB DESCRIPTION**  
**MANAGEMENT EDUCATION AND ACCREDITATION COMMITTEE CHAIR**  
**Level 4 – Experienced Volunteer Leader**

**Committee Overview**

The Management Education/Accreditation Committee shall be responsible for development and administration of the examinations for the Accredited Farm Manager (AFM) designations to those who have made proper application and have met the requirements set forth in the Bylaws and Policies. They coordinate with staff to oversee the development of all course and seminar content.

**Key Committee Chair Responsibilities:**

- Lead Vice Chair and Committee Members on the work of the committee as defined above
- Oversee the accreditation process with staff
- Work with staff to edit and approve meeting agendas
- Chair meetings with support from staff
- Work with the committee to develop an annual plan of work
- Report to staff and Council as appropriate.

**Minimum Qualifications:**

- Accredited ASFMRA member in good standing
- Previous Society/Chapter leadership experience
- Previous Education Committee experience of at least one year

**Performance Metrics:**

- Ensuring the development new post-AFM webinars and seminars
- Keeping the accreditation criteria and exams current
- Keeping the Farm Plan requirements and process current
- 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 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, based upon successful completion of the application process every other year.

**Term Length:** One, three-year term – two years as Chair and one year after as Past Chair.

**Time Commitment:** In a typical year, there are two in-person meetings which are held in conjunction with the ASFMRA Annual Conference and with Education Week. Conference calls scheduled as needed throughout the year (typically 4-6). Total is around 1-3 hours per month and at least monthly communication with staff.

**Reports to:** Executive Council

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

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