

**ASFMRA JOB DESCRIPTION**  
**MEMBERSHIP COMMITTEE CHAIR**  
**Level 4 – Experienced Volunteer Leader**

**Committee Overview**

The Membership Committee is responsible for developing recommendations and assisting with the implementation of strategies designed to help the ASFMRA and its Chapters attract and retain paying members. The Membership Committee's core goal is growth in ASFMRA membership each year.

**Key Committee Chair Responsibilities:**

- Work with Executive Council to establish membership goals for the coming year.
- Work with staff and the committee to develop a plan of work to accomplish those goals.
- 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 ASFMRA staff and Executive Council as appropriate.

**Minimum Qualifications:**

- Previous experience with committee [prefer at least one year as committee member].
- ASFMRA Accredited member in good standing.

**Performance Metrics:**

- The committee's plan of work is accomplished and membership goals are achieved.
- Committee members are effectively engaged and participate in the work of the committee.
- Committee meetings are well run.

**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 current chair, based upon successful completion of the application process.

**Term Length:** Three-year term, with two years as Chair and one year as Past Chair

**Time Commitment:** In a typical year, there are approximately 4-8 committee calls and one in-person meeting held in conjunction with either the ASFMRA Annual Conference or Education Week. Typically 20 hours/year.

**Reports To:** Executive Council

**Support Staff:** Director of Membership, Membership Coordinator, or other ASFMRA staff.

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