

**ASFMRA JOB DESCRIPTION**  
**NOMINATING COMMITTEE CHAIR**  
**Level 5 – A Strategic Volunteer Leader**

**Committee Overview:**

The Nominating Committee is responsible for the review and approval of an individual's qualifications for the Society's volunteer positions prior to appointment or election. This responsibility includes the review/development of job descriptions as well as selection and performance assessment criteria.

**Key Committee Chair Responsibilities:**

- Lead Committee Members on the work of the committee as defined in the Nominating Committee procedural guide
- Work with ASFMRA 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 ASFMRA staff and Council as appropriate
- Only vote when there is a tie

**Minimum Qualifications:**

- Accredited ASFMRA Member in good standing
- Current ASFMRA President Elect
- Previous Society/Chapter leadership experience
- Previous experience w/Committee
- Knowledge of the ASFMRA's goals and objectives and governing documents
- Management experience

**Performance Metrics:**

- Committee achieves specified goals

**Benefits:**

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

**Selected/Appointed By:**

The current ASFMRA President Elect is automatically the Chair.

**Term Length:** One year

**Reports to:** Executive Council

**Time Commitment:** 30-40 hours per year

**Support Network:**

- Committee Members
- Executive Council Liaison
- Appropriate ASFMRA staff

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