

**ASFMRA JOB DESCRIPTION**  
**MANAGEMENT EDUCATION AND ACCREDITATION COMMITTEE VICE CHAIR**  
**Level 3 – Experienced Volunteer Leader**

**Committee Overview**

Management and Consulting Education/Accreditation Committee shall develop and administer the examinations for the Accredited Farm Manager (AFM) and the Accredited Agricultural Consultant (ACC) designations to those who have made proper application and have met the requirements set forth in the Bylaws and Policies. They will oversee the development of all course and seminar content.

**Key Vice Chair Responsibilities:**

- Fill in for Chair as needed
- Other duties as assigned

**Minimum Qualifications:**

- Accredited ASFMRA member in good standing
- Previous Education Committee experience

**Performance Metrics:**

- Participate in Committee conference calls and meetings
- Ensure the development of one to three new post-AFM seminars each year

**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, based upon successful completion of the application process

**Term Length:** Minimum three-year commitment, per role (Member, Vice Chair and Chair) with the ability to apply for a second three-year term.

**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 time should not exceed 12-15 hours per year

**Reports to:** Management and Consulting Education/Accreditation Committee Chair

**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