ETHICS COMMITTEE CHAIR, VICE CHAIR AND MEMBER
JOB DESCRIPTIONS

Overview
The Ethics 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 Committee, in accordance with the Code of Ethics and Standards of Professional Practice, shall, upon receipt of a written complaint, referral from the Appraisal Review Committee, or upon its own initiative, investigate and make recommendations, or take appropriate action upon any matters of ethical or professional conduct.

From the Bylaws
In accordance with requirements indicated in the corresponding Society Policy, the President-Elect shall appoint members to the Ethics Committee for three-year terms.

From the Policy and Procedure Manual
The Ethics Committee, in accordance with the Code of Ethics and Standards of Professional Practice, shall, upon receipt of a written complaint, referral from the Appraisal Review Committee, or upon its own initiative, investigate and make recommendations, or take appropriate action upon any matters of ethical or professional conduct.

Member Qualifications and Responsibilities:
- ASFMRA Accredited Member, in good standing
- Set aside professional affiliations and offer unbiased opinions for the good of ASFMRA and the agricultural professions served by the Society
- Attend and participate in all Committee Meetings and conference calls
- Complete assigned tasks from Committee Chair
- Complete reviews of cases as assigned by Chair
- Request additional information (as needed on a case) through the Chair
- Provide a written report, within 90-days, for each assigned complaint case describing the extent of the investigating member’s findings
- Work with other Committee members to determine whether or not complaint and alleged violation has merit
- Perform other duties as deemed necessary to ensure successful execution of the Committee’s charge and overall mission of ASFMRA
- Ensure that the work of the Committee adheres to ASFMRA’s Strategic Goals

Appointed By:
ASFMRA President Elect

Term Length:
Three-year term, with ability for re-appointment for up to two (2) three-year terms. Terms are not automatic. To be selected for a second term, Committee member needs to re-apply. If a Committee member is appointed either Chair or Vice Chair and he/she is at the end of his/her term(s), the term will be extended to cover the year(s) necessary to cover the Chair or Vice Chair position.

Reports to:
Ethics Committee Chair
Vice Chair Qualifications and Responsibilities:

- ASFMRA Accredited Member in good standing
- Previously served on the Committee
- Set aside professional affiliations and offer unbiased opinions for the good of ASFMRA and the agricultural professions served by the Society
- Act in place of the Chair as needed
- Attend and participate in all Committee Meetings and conference calls
- Complete assigned tasks from Committee Chair
- Complete reviews of cases as assigned by Chair
- Request additional information (as needed on a case) through the 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
- Perform other duties as deemed necessary to ensure successful execution of the Committee’s charge and overall mission of ASFMRA
- Ensure that the work of the Committee adheres to ASFMRA’s Strategic Goals

Appointed By:
ASFMRA President Elect

Term Length:
Three-year term, with ability for re-appointment for up to two (2) three-year terms. Terms are not automatic. To be selected for a second term, Committee Vice Chair needs to re-apply. If a Committee member is appointed Vice Chair and he/she is at the end of his/her term(s), the term will be extended to cover the year(s) necessary to cover the Vice Chair position.

Reports to:
Ethics Committee Chair

Chair Qualifications and Responsibilities:

- ASFMRA Accredited Member in good standing
- Previously served on the Ethics Committee
- Set aside professional affiliations and offer unbiased opinions for the good of ASFMRA and the agricultural professions served by the Society
- Preside at Committee Meetings and conference calls and have general oversight over Committee matters
- Communicate with Committee members
- Prepare Committee reports as needed and requested
- Serve as a liaison between the Committee and the staff
- Make assignments and oversee the work that is assigned to Committee members
- Coordinate with staff on meeting timelines for cases
- Coordinate with staff on development of meeting agendas; review/approve meeting agendas
- Receive complaints concerning a member from Chapter if complaint originally sent to the local Chapter
- Inform local Chapter Ethics Committee Chair of any complaint concerning a member that was originally sent to the Society’s Ethics Committee
- Open a complaint file containing all case documentation
- Notify complaining party that complaint has been received and Chapter or Society Ethics Committee will investigate and take appropriate action.
- Notify member against whom the complaint has been filed by providing the member a statement of the nature and extent of the complaint and procedure and time lines to be followed in the investigation. Copies of documents relevant to complaint in Society’s possession shall be included with notification.
- Receive from Chapter Ethics Committee referral for Society Ethics Committee to investigate alleged ethics violation when Chapter feels a conflict may exist that prevents it from adequately investigating the allegations
- Review case materials which have been submitted to the Society office
- Provide a written report, within 90-days, for each complaint case, (assigned to a Committee member, the Vice Chair, or handled directly by the Chair) describing the extent of the investigating member’s findings
- Work with Committee members to determine whether or not complaint and alleged violation have merit
  - If no violation is determined by both the Society and Chapter Ethics Committees, matter and investigation are terminated
  - If Chapter and the Society Ethics Committees are not in agreement that no violation has occurred, then the Society’s Ethics Committee shall proceed with a further determination
  - When determination that further action is necessary, procedures to be followed are in the Policy and Procedure Manual
  - If appropriate, inform member at time of further investigation of possible actions or requirements which may be imposed upon member and his/her rights. Copies of all documents pertinent to complaint shall be included. Member has thirty (30) days to respond to complaint after receipt of complaint and information
  - Convene the Committee following the thirty (30)-day period for member to respond and make a final decision which will be delivered to the member within ninety (90) days
  - Instruct Society staff of appropriate action
  - Report final decision of Committee on each case file to the Executive Council
- Perform other duties as deemed necessary to ensure successful execution of the Committee’s charge and overall mission of ASFMRA
- Ensure that the work of the Committee adheres to ASFMRA’s Strategic Goals

**Appointed By:**
ASFMRA President Elect

**Term Length:**
Three-year term, with ability for re-appointment for up to two (2) three-year terms. Terms are not automatic. To be selected for a second term, Committee Chair needs to re-apply. If a Committee member is appointed Chair and he/she is at the end of his/her term(s), the term will be extended to cover the year(s) necessary to cover the Chair position.

**Reports to:**
Executive Council
Other Information

Time Commitment:
In a typical year, there is one in-person meeting which is held in conjunction with the ASFMRA Annual Meeting. 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) days to respond to the complaint. The Committee will render a final decision, which will be delivered to the member within ninety (90) days of the member’s response.

Support Staff:
Ethics Committee Members
Membership Coordinator/Ethics Committee Liaison
Executive Council Liaison

Salary:
Volunteer position. While attending an ASFMRA Annual Meeting, eligible for only one Committee reimbursement (based on current ASFMRA reimbursement rate of $90) per meeting, regardless of the number of Committee positions held.