



APPRAISAL PRACTICES BOARD **Candidate Fact Sheet & Application**

The Appraisal Foundation is a not-for-profit organization established to promote professionalism in appraisal through the work of its independent Boards: the Appraiser Qualifications Board (AQB), the Appraisal Standards Board (ASB), and the new Appraisal Practices Board (APB). Outlined below is some additional information for individuals who have an interest in serving on the APB of The Appraisal Foundation.

APB Scope of Work/Valuation Recognized Methods and Techniques

The Appraisal Practices Board will be responsible for Valuation Recognized Methods and Techniques which will represent the combined judgment of leading valuation professionals. Collectively, valuation recognized methods and techniques are:

- A body of knowledge concerning valuation methods and techniques derived from experience, research, and existing materials,
- That is directly related to a given issue(s),
- That is culled to its fundamentals,
- That is made available for public input and comment,
- Presented in a form that is usable and pragmatic, which provides direction to related resources and relevant organizations, and
- Is maintained and updated through periodic review and the input of practicing professionals.

The guidance provided by the APB in the form of Valuation Recognized Methods and Techniques will not necessarily offer the exclusive means by which a given valuation issue(s) may be addressed. In many instances there may be more than one approach that is acceptable and recognized.

The deliverable created will be a living document. Valuation Recognized Methods and Techniques are not intended to be rigid or mechanical formulations but, rather, may evolve over time as methods and techniques gain sufficient acceptance and implementation among leading professionals. Valuation Recognized Methods and Techniques as issued by the APB are intended to provide support and guidance to those who require knowledge of the approaches to an issue that are recognized and accepted as appropriate and effective.

The decision by an appraiser to approach a given valuation issue in a manner contrary to, or with some deviation from, that which may be provided or suggested must be evaluated in accordance with the facts and circumstances in which it was employed.

The issues that may be considered and included in the APB's Valuation Recognized Methods and Techniques are potentially unlimited, so long as they relate to valuation issues that are relevant and of importance to a significant population of appraisers, state regulators and users of appraisal services.

The APB will operate with the assistance of Subject Matter Experts (SMEs). Panels of SMEs will be selected by the APB to address specific issues within agreed upon timeframes. The draft work product will be reviewed and edited by the Board and, when appropriate, exposed for public comment. Upon acceptance of the draft work by the Board, the panel will be discharged. It is envisioned that multiple SME panels could be operating concurrently.

Qualifications:

Examples of qualifications that the Boards Nominating Committee will seek in candidates include the following:

- A minimum of ten years of appraisal experience
- A strong familiarity with the *Uniform Standards of Professional Appraisal Practice* (USPAP)
- Familiarity with valuation methodology and techniques
- Experience in writing on valuation topics and/or curriculum development
- Experience with public speaking and/or teaching on valuation topics
- Experience in serving on a publicly accountable board.

APB Meeting Frequency

In the year 2010, the Appraisal Practices Board will meet periodically through WebEx meetings and conference calls. In addition to these calls, there may be one to two in-person “start up” meetings.

Responsibilities between meetings may include issue development and correspondence responding to inquiries as assigned.

Compensation

Members of the APB will be paid an hourly consultant fee for their services. In addition, members are reimbursed for travel and expenses associated with their official responsibilities.

Term

Individuals selected to serve on the APB will serve a one-, two- or three-year term commencing on July 1, 2010.

Number of Vacancies

There will be **five** to **seven** vacancies on the Appraisal Practices Board.

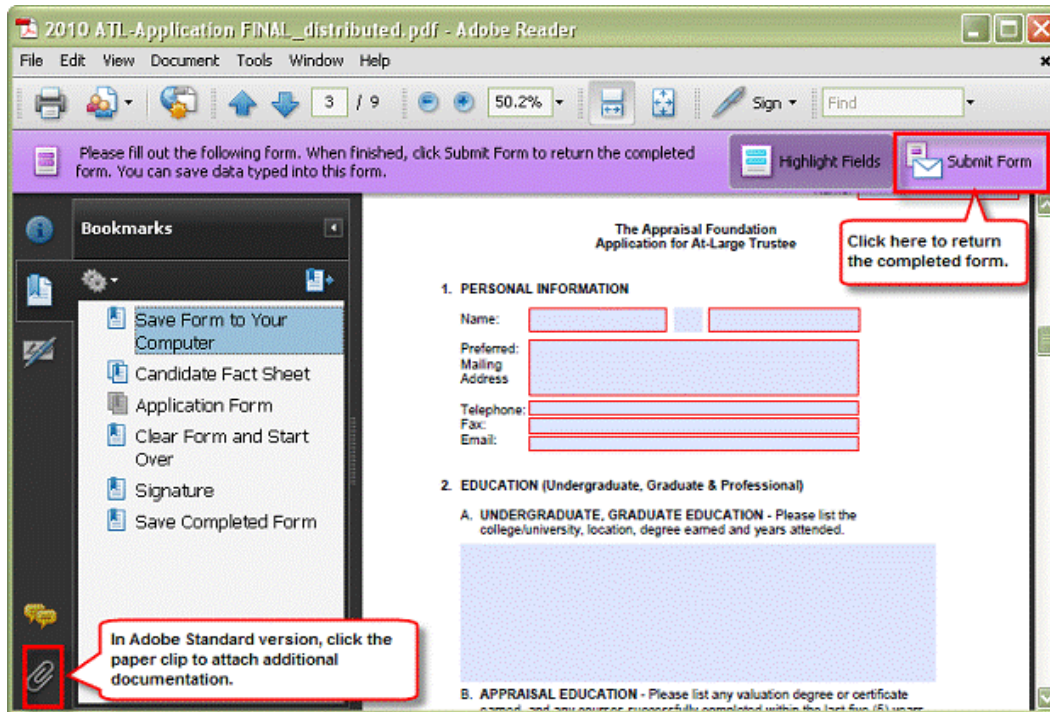
Time Frame

The deadline for submitting completed applications is **April 1, 2010**. The Boards Nominating Committee of the Board of Trustees will review the applications, select individuals to be interviewed in-person on Friday, May 21, 2010 and will recommend candidates for appointment by the full Board of Trustees at its meeting on May 22, 2010. The May 21 and 22 meetings will be held in Northern California.

How to Apply

Applications must be completed electronically and submitted via email. Applications not completed and sent electronically will not be considered by the Boards Nominating Committee.

Via the Submit Form Feature: Please complete the Appraisal Practices Board application and click the Submit Form button to return the completed application.



Via Email: Save the PDF Form to your computer and send an email with the attached file to **Anne Raley**, anne@appraisalfoundation.org. Additional documentation can be attached and sent with your completed application form.

Please note that individuals applying for vacancies on the Appraisal Practices Board (APB) are not eligible for consideration as members on the Board of Trustees.

Full Name: _____

**THE APPRAISAL FOUNDATION
APPLICATION FOR THE
APPRAISAL Practices BOARD (APB)**

1.) PERSONAL INFORMATION

Name :

Preferred
Mailing
Address:

Phone:

Fax:

Email:

2.) EDUCATION (Undergraduate & Graduate)

School and Degree Earned

3.) APPRAISAL EDUCATION (Please list courses successfully completed)

Course/Course Sponsor/Date

NAME: _____

4.) HISTORY OF TEACHING EXPERIENCE

Course/Sponsoring Organization/Date

5.) COMPUTER SKILLS- Do you have access to, and are you proficient at using, the internet and e-mail as a primary means of work product delivery and communications?

6.) WRITING SKILLS - Are you a published author? If so, indicate publications to which you have contributed, including year of publication. Please forward three brief samples of your work (please ensure that the writing samples are less than 10 pages each).

7.) CURRICULUM DEVELOPMENT - Please give your background on curriculum development as it pertains to educational courses and examination development for the appraisal profession, or related industry.

NAME: _____

8.) **PUBLIC SPEAKING EXPERIENCE** - Please list and furnish copies of recent lectures you have given on topics relating to the appraisal industry or related profession.

9.) **TESTIMONY EXPERIENCE** - Are you qualified as an expert witness? If so, please indicate where and when.

10.) **APPRAISAL EXPERIENCE** (Please check any and all that apply.)

- | | |
|--|--|
| <input type="radio"/> Agricultural | <input type="radio"/> Machinery & Equipment |
| <input type="radio"/> Business Valuation | <input type="radio"/> Personal Property (please specify) |
| <input type="radio"/> Commercial | <input type="radio"/> Residential |
| <input type="radio"/> Mass Appraisal | <input type="radio"/> Other (please specify) |

NAME: _____

11.) FAMILIARITY WITH APPRAISAL PRACTICES

- a.) Please describe your current working knowledge of USPAP.

- b.) Please describe your level of knowledge with regard to overall appraisal practices and methodology.

12.) CHRONOLOGY OF WORK HISTORY (or attach resume)

13.) PREVIOUS BOARD OR COMMITTEE SERVICE - Have you ever served on a publicly accountable Board or Committee? If so, please indicate below.

14.) SERVICE COMMITMENT - As you are aware, the APB is a new Board so the exact hours of service per month are not yet set. We anticipate anywhere between 20 and 30 hours per month could be spent on APB work (more for the Chair). We do know that the APB will generally conduct meetings during normal business hours, with some Board work on weekends required. In addition, there is often considerable meeting preparation and follow up required. Would your schedule allow you to make Board work a priority?

NAME: _____

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15.) **AVAILABILITY** - We anticipate a starting date of July 1, 2010. Would you be available to start at that time?

16.) **REFERENCES** - Please be advised that the Boards Nominating Committee may also elect to contact other references, **not** indicated below, who may have knowledge of your qualifications.

NOTE: Please confirm that addresses and phone numbers are current.

PROFESSIONAL REFERENCES

Name

Address

Telephone

Name

Address

Telephone

Name

Address

Telephone

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NAME: _____

PERSONAL REFERENCES

Name

Address

Telephone

Name

Address

Telephone

Name

Address

Telephone

NAME: _____

e) Have you been the subject of any disciplinary action by a government regulatory agency or professional organization within the past five years? If yes, please explain the circumstances and provide details.

f)

g) Are you aware of any circumstances or conditions that may preclude you from participating in meetings of the Appraisal Practices Board? If yes, please explain.

I hereby certify and affirm that the foregoing information is true and correct to the best of my knowledge, information and belief.

Signed: _____

Date: _____