AREUEA is seeking a qualified person or persons to assume the responsibilities of Executive Director of the Association for a term beginning July 1, 2020. The Executive Director performs duties as described below and reports to the Executive Committee of the Board of Directors of the Association (“Executive Committee”) and the Board of Directors of the Association (the “Board”). This is a position that will be remunerated and served by an Independent Contractor to the Association. The Executive Director is appointed by the Board of Directors for a term of three (3) years and may be renewed by mutual agreement. The Executive Director, as an Independent Contractor, may work alone, or through another institution, such as a real estate center at a university.

Interested applicants should submit a short proposal (less than five pages) outlining any specific qualifications or experience, any past support for or participation in Association activities, and a projected cost estimate for fulfilling the detailed duties outlined below. While our preference is for the duties to be provided by a single person, we will seriously review any offers by independent contractors to fulfill all or parts of these duties. Our expectation is that the position will require on average no more than 40 hours per week for the period from December 15 – January 15 and for the period of time during which the coordination of the Mid-Year meeting takes place (approximately two weeks in the April/June period) and that at other times the hours fluctuate with some weeks requiring only a few hours and other weeks up to full time. At no time during the year would we expect hours to exceed those of a full time position. Generally, we anticipate that the position would require 28 hours per week or less, on average.

**ABOUT AREUEA**

AREUEA was originated at the 1964 meeting of the Allied Social Science Association in Chicago, growing from discussions of individuals that recognized a need for more information and analysis in the fields of real estate development, planning and economics. The continuing efforts of this non-profit association has advanced the scope of knowledge in these disciplines and has facilitated the exchange of information and opinions among academic, professional and governmental people who are concerned with urban economics and real estate issues. AREUEA publishes *Real Estate Economics (REE)* which was first published in 1973. The journal is the oldest academic journal focusing on the real estate industry and is considered the premier journal for real estate-related topics. Over the past 45 years AREUEA has grown to be the leader in supporting and promoting real estate and urban economics research of the utmost quality. Current membership stands at about 700, with annual membership dues of about $60,000.

Proposals should be submitted by **December 1, 2019** via email to Robert A. Connolly, Executive Vice President, at bobconnolly.kfbs@gmail.com.

**SPECIFIC DUTIES**

The Executive Director provides critical support to the Executive officers and Board of AREUEA, particularly with respect to membership and sponsorship support, conference administration, and website support. While the executive Officers and Board may request particular services, the manner and the Means for the Provision of those services shall be determined by the Executive Director, as an independent contractor. Detailed duties include:
A. Service to the Executive Committee and the Board of Directors

1. The Executive Director shall respond to all AREUEA Executive Officer and Board inquiries and requests for assistance in a timely fashion. Response to other AREUEA email correspondence should also be timely.

2. The Executive Director will be responsible for supporting specific Committee Chairs in the fulfillment of their roles.
   a. Assist the nomination chair with annual elections including preparing and distributing formal ballots including biographies of the candidates, numerating and recording ballots and summarizing the results for submission to the AREUEA Board.
   b. Support for other Committee Chairs as needed.

3. Coordinate the receipt of and preparation of Committee reports, minutes and handouts for two annual board meetings held in conjunction with the Annual and National conferences.

B. Service to Members and Sponsors

1. The Executive Director shall serve as coordinator of membership services. This includes continuously maintaining the membership database, the online membership directory and any membership information on the AREUEA website. Responsibilities include providing Association materials to potential and new members, processing membership renewals, managing the Verisign membership account, and corresponding with existing members on matters including, but not limited to, conferences and subscriptions to and back issue requests for the Association’s journal, Real Estate Economics. The Executive Director also responds to enquiries for use of the Association mailing list, processes invoices and payments for its use, and distributes mailing labels as needed.

2. The Executive Director serves as liaison with Association sponsors. In this capacity, the duties of the Executive Director include providing updated information on sponsorship benefits, maintaining a database of sponsorship logos, descriptions, and beneficiaries, updating sponsorship information on the AREUEA website and in journal publications, and providing to sponsors invitations to the annual Presidential luncheon, awards and letters of appreciation.

C. Support of Publications

1. Real Estate Economics (REE)
   a. Ensure all REE information is maintained correctly on the AREUEA website, including style guidelines, manuscript submission requirements, and advertising rates and information.
   a. Ensure the searchable abstracts and downloadable articles for REE are updated and functioning.
   b. Coordinate with the publisher to ensure an REE “permanent” archive of all issues.

2. News Bytes
   a. Assemble and email News Bytes to members as needed.
   b. Post job postings and announcements for News Bytes.
   c. Update News Bytes on website.

D. Conferences
The Executive Director provides general oversight for two conferences per year – the annual conference in January and the Mid-Year conference in May/June. A significant time commitment is anticipated during these periods, and attendance at both conferences is a requirement of this position.

Conference duties include:
1. Coordination with program chairs on the distribution of conference calls for papers
2. Coordination of paper submissions and maintenance of the conference paper database
3. Delivery of the file of paper submissions to the program chair
4. Receipt from the program chair of information detailing all session chairs, presenters and discussants
5. Maintenance of the conference program information on the Association website

Additional Management for the Annual Conference (held in conjunction with the Allied Social Sciences Association (ASSA) in January each year).
1. Deliver program materials to ASSA as required by the Allied Social Science Association (ASSA) and coordination with ASSA as necessary.
2. Prepare and distribute all conference materials required by the Allied Social Science Association.
3. Coordinate and schedule all conference social functions, including the Presidential luncheon.
4. Perform all tasks required to ensure proper recognition of Association sponsors.
5. Coordinate with doctoral session chair and manage administration of doctoral session.
6. Provide on-site oversight and management of Association activities to ensure smooth conference, including maintenance of the hospitality suite, as needed.
7. Coordinate with appropriate committees to ensure timely selection and recognition of recipients of all awards.

Additional Management for National Conference (currently held in the week after Memorial Day each year).
1. Coordinate with program chairs and sponsor to finalize the program and post information on website
2. Preparation and delivery of any/all conference materials
3. Coordinate room facilities/locations for conference presentations with the hotel
4. Provide on-site oversight and management assistance
5. Process and administer registrations, and coordinate on-site registration
6. Coordinate and schedule all conference social functions.

Additional Management for any International Conference
1. Post conference information provided by conference chair and/or organizer on the AREUEA website. (All other work related to the international conference is to be specified annually, beyond the range of this contract through negotiation with Board and Executive Director).

E. Responsibility for General Administration
1. Maintain the Association by-laws and all historical and financial records, providing electronic archival backup of all documents with access available to all Executive officers
2. Provide timely financial reports to Executive officers and directors and provide to the Treasurer quarterly financial updates and reports
3. Maintain the AREUEA Procedures Manual which includes duties of AREUEA officers.
4. Prepare and submit tax filings and statements for the Association
5. Serve as web administrator for Association website
Addendum A – Detailed Scope of Work: Responsibilities Defined

A. Service to the Executive Committee & Board of Directors
   - Serve as the liaison to Executive Committee/Board of Directors as required. Support officers/committee chairs as required. Collect Board meeting reports and prepare notebooks of information for Board meetings.
   - Develop and employ procedures/processes to accomplish adequate internal routing of email, mail and phone calls on behalf of AREUEA.
   - Process mail received for AREUEA. Distribute to appropriate members.
   - Maintain AREUEA brand integrity in all forms of communications within AREUEA.
   - Attend board meetings during the two annual conferences (generally June and January). Compile, distribute, and maintain meeting minutes for Executive Committee and Board of Directors Meetings.
   - Assist nominations committee in preparing and distributing formal ballots digitally.
   - Services outside the scope of work, requested and approved by the Executive Committee/Board of Directors shall be performed at an additional cost per the Fee Structure and Terms section.

B. Service to Members & Sponsors
   - Provide a dedicated phone number, mailing address, and email address for AREUEA.
   - Communicate with prospective, new and renewing members. Distribute association materials as needed.
   - Communicate by email with membership relating to conferences, subscriptions, and back issue requests for the journal.
   - Serve as a liaison for questions regarding membership and distribute to the appropriate board and/or committee members.
   - Manage and maintain the VeriSign Membership Account.
   - Process invoice requests for use of the mailing list and distribute mailing labels as needed.
   - Set up email communications customized to match the AREUEA brand. Automate communications based upon a specified schedule.
   - Maintain the membership database via Cvent Membership Management System. Create membership invoices, mailings (electronic versions), notifications to members, and prepare receipts of membership payments.
   - Serve as a liaison with Association Sponsors. Maintain the database of sponsors and logos, descriptions, and beneficiaries. Communicate with sponsors relating to luncheons, awards, and letters of appreciation. Provide appropriate recognition at conferences. Create invoices and prepare and send receipts for sponsorship payments each November, for the upcoming year.
   - Work with webmaster/firm to make any necessary updates to website including maintenance of all content updated for the website (e.g. General information, current board and committee information, and conference information).
   - Prepare and send to members the News Bytes Newsletter (which differs from the website News Bytes column).
C. Support of Publications

- Maintain all Real Estate Economics (REE) information and communicate with webmaster to ensure that guidelines, manuscript submission requirements and advertising rates/information are current.
- Ensure functionality of the search for abstracts and downloadable articles for REE.
- Serve as liaison with publisher to ensure that there is an REE permanent archive of all issues.
- Assemble and distribute News Bytes prepared by the Executive Committee, Board Members and/or committee members and job postings/announcements as needed.
- Serve as liaison with webmaster to update News Bytes on website.
- Process W-9 forms and all REE invoices and payments for REE services and payments of editor stipends.

D. Conferences

- Set up confirmation and reminder emails written and approved by AREUEA. Automate communications based upon a specified schedule. Work with webmaster to set up submission sites for conference papers.
- Distribute calls for papers as requested by program chairs.
- Communicate by email to registrants prior to event to confirm registration selections and nametag information for accuracy to reduce manual workload on-site.
- Set up the online registration system for the May/June Conference through Cvent with information provided by AREUEA. (This proposal does not include any printed publications for AREUEA/ASSA. Such requests may be completed on a cost plus basis as provided in the Fee Structure and Terms section.
- Work with the ASSA to enable registration for the January (ASSA/AREUEA) conference.
- Validate the comprehensive flow of the registration for content, accuracy, and continuity based on information received. Test registration site and receive approval from the Executive Committee/Board of Directors prior to launch.
- Provide a registration web-link to AREUEA following website launch.
- Process registrations through the online registration site or onsite.
- Process on-site registrations, changes, and/or substitutions as needed.
- Verify membership of each attendee to validate the appropriate registration fee to be charged.
- Coordinate with the program chairs for each conference relating to distribution of call for papers, paper submissions, and the maintenance of the conference paper database. Delivery of paper submissions via online abstract management to the conference chair. Delivery of letters to accepted authors confirming paper presentations.
- Coordinate with the webmaster to maintain conference program information on website.
- Coordinate with appropriate committees to ensure timely selection and recognition of recipients of awards.
- Order nametag stock, badge holders, lanyards, ribbons, tickets, and general office supplies as needed. Items will be billed to AREUEA per the Fee Structure and Terms section.
- Order conference signage with AREUEA logos (large poster boards) for conference rooms, luncheon, and hospitality suite and arrange for transport of signage to conference venue.
Set up and pre-print nametag design to paper stock. Print confirmed nametag information. Printing will be billed to AREUEA per the Fee Structure and Terms section.

Prepare and distribute program and conference materials to ASSA for the January meeting.

Coordinate, prepare, and distribute conference materials with program chairs for May/June meeting.

Coordinate facilities and locations of presentations and social functions at each conference.

Serve as liaison with conference venue to provide oversight and management assistance for each conference.

Plan and coordinate all food & beverage events at the ASSA conference, as well as arranging billing and payments. This includes receptions, the Presidential luncheon, the Homer Hoyt, WREN and REE Editors breakfasts and the hospitality suite.

Assist with on-site registrations, collect all monies and oversee registration volunteers. (Please see Fiscal Responsibilities section regarding procedures for monies received.)

Reconcile meeting attendance, guarantees vs. actuals, etc.

Distribute post-event evaluation by email through Cvent within one (1) day after the conclusion of each meeting. Communication will be approved by AREUEA and automated prior to launch. Results to be distributed to the Executive Committee and Board of Directors within one (1) weeks following each meeting.

This proposal does not include any coordination and management of the international conference normally held in July for AREUEA. Such requests may be negotiated as an addendum to this contract.

E. General Administration

Executive Director will be the “face” of AREUEA and will maintain professional standards expected by the AREUEA organization.

Maintain AREUEA historical and financial records digitally on the AREUEA provided flash drive. Executive Director will also provide a backup of the flash drive on our internal server as a contingency plan.

Maintain electronic copies and access of AREUEA records and files for the Executive Board and Board of Directors.

Maintain the AREUEA By-Laws and the Policy and Procedures Manual as provided by the Executive Committee.

Maintain inventory of basic supplies.

F. Fiscal Responsibilities

General Accounting:

Develop and employ procedures and processes as required to accomplish adequate internal control and documentation.

Open and maintain necessary bank accounts in AREUEA’s name under the direction of the Executive Committee and Board of Directors. For continuing accounts, add Executive Director officer facsimile signatory for the Executive Director.

Ensure the Treasurer and the EVP have access to all accounts with current password information.

Process all monies received by the Association.
- Set up and utilize online banking to review and reconcile bank accounts on a monthly basis and provide monthly bank reconciliations statements to the Treasurer.
- Oversee and maintain AREUEA’s merchant processing account and reconcile monthly.
- Receive and process all requests for payment from vendors and reimbursements to leadership and committee members under the written approval and payment guidelines provided by the Executive Committee and Board of Directors.
- Track income from membership dues, event registrations, advertising, sponsorships, donations, and other income.
- Provide quarterly financial reports and review with AREUEA’s Executive Committee, Board of Directors and/or other designated person(s).
- Maintain financial records using QuickBooks financial software.
- Reconcile monthly membership dues with membership lists.
- File annual report, sales tax exemption, estimated taxes and other required filings.

**Year End reporting:**
- Provide year-end financial information required by CPA for year-end tax preparation. AREUEA will be responsible for engaging CPA and tax preparation will be completed solely by the CPA duly appointed by AREUEA. Any third party costs incurred by AREUEA for tax preparation will be direct costs to AREUEA and are not included in this proposal. Coordinate with the Treasurer as needed to provide the necessary information to the CPA for the filing of tax returns.
- Assist as needed independent CPA appointed and engaged by AREUEA for an annual review/audit of the association’s financial records. AREUEA will be responsible for engaging CPA and audit will be completed solely by the CPA duly appointed by AREUEA. Any third party costs incurred by AREUEA for the annual review/audit will be direct costs to AREUEA and are not included in this proposal.