

# Request for Proposal Treasurer

AREUEA is seeking a qualified person or persons to assume the responsibilities of Treasurer of the Association for a term beginning July 1, 2012. The Treasurer 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 voluntary position that does not carry remuneration. The Treasurer is appointed by the Board of Directors for a term of five (5) years and may be renewed by mutual agreement.

Interested applicants should submit a short proposal (*less than five pages*) outlining any specific qualifications or experience and any past support for or participation in Association activities. Our expectation is that the position will require on average no more than 10 hours per month.

## 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 **March 16, 2012** via email to Marsha Courchane, Executive Vice President, at [mjcourchane@gmail.com](mailto:mjcourchane@gmail.com).

## SPECIFIC DUTIES

THE TREASURER PROVIDES CRITICAL SUPPORT TO THE EXECUTIVE OFFICERS AND BOARD OF AREUEA, PARTICULARLY WITH RESPECT TO:

### A. Service to the Executive Committee and the Board of Directors

The Treasurer shall respond to all AREUEA Executive Officer and Board inquiries and requests for assistance in a timely fashion.

### B. Service to the Association

The Treasurer shall maintain accounts in the name of AREUEA unless specifically permitted in the constitution or by-laws of ARES. The Treasurer's duties include:

1. Semi-annual financial reports to Board of Directors at scheduled meeting after consultation with the Finance Committee and the Executive Board
2. Authorizing all disbursements of AREUEA funds, thus, updating signatures when necessary and co-signing, when necessary, any checks drawn on AREUEA bank accounts,
3. Exercising budget and spending oversight,
4. Maintaining the custody and security of all assets belonging to AREUEA. However, reserve funds will be held in a joint signature investment account under the control of the Finance Committee with at least two signatures required to withdraw funds.
5. Working closely with the Finance Committee to arrange and ensure timely approval of the annual budget, the annual audit of all books of account for AREUEA, and the appropriate investment of excess assets.
6. Providing information about the Association to potential sponsors and assisting Association management with sponsorship and membership renewal campaigns.