



# Request for Proposal

## Secretary, AREUEA

AREUEA is seeking a qualified person to assume the position of Secretary as of January 1, 2021. The Secretary performs the duties as described below and reports to the Board of Directors of the Association (the "Board"). This is a voluntary position and carries no honorarium. The Secretary shall be appointed for a five-year term by a majority vote of the Board of Directors and can be relieved by a majority vote of the Board of Directors. The Secretary may serve a second consecutive term.

Interested applicants should submit a short proposal 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 8-10 hours per month.

### **SPECIFIC DUTIES**

The Secretary provides critical support to the AREUEA Executive Committee and the AREUEA Board of Directors, particularly with respect to:

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

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

#### **B. Service to the Association**

- The Secretary shall make and keep detailed records of all AREUEA Executive Committee and AREUEA Board of Directors meetings.
- The Secretary shall attend all the meetings of the AREUEA membership, of the AREUEA Board of Directors, and the AREUEA Executive Committee.
- The Secretary shall circulate minutes of meetings to the appropriate groups in AREUEA, making corrections as indicated by other attendees.
- The Secretary shall perform all the duties incident to the office of Secretary.

### **ABOUT AREUEA**

AREUEA was formed at the 1964 meeting of the Allied Social Science Association in Chicago. AREUEA is a non-profit association dedicated to advancing the scope of knowledge in urban economics and real estate, and facilitating the exchange of information and opinions among academic, professional, government, and other interested parties. AREUEA has published *Real Estate Economics* (REE) since 1973. *Real Estate Economics* is the oldest academic journal focusing on real estate topics and is considered the premier journal in its field. Current membership stands at about 700.

Proposals should be submitted by **October 19, 2020** via email to Bob Connolly, Executive Vice President, AREUEA, at [bobconnolly.kfbs@gmail.com](mailto:bobconnolly.kfbs@gmail.com).