Position Description:
The position of ARES Annual Meeting Vice-Program Chair/Program Chair is a commitment to take the primary leadership role in the planning and oversight of the society’s annual conference. The Program Chair is a membership-elected position, and is the first step in the four-year ARES Leadership Track culminating in serving as President of the Society, one of the most prestigious positions in the real estate field. The Program Chair is responsible for the organization, outreach and execution of the society’s highly-esteemed research conference held each spring, while the Vice-Program Chair supports the Program Chair during an inaugural year in preparation for taking on the role in their second year. The ARES Leadership Track offers an opportunity for significant recognition in the US and globally for both the individual and their home institution, and past ARES presidents represent a Who’s Who of university and industry real estate thought leaders. The elected candidate will coordinate closely with ARES leadership, including the current President, Executive Committee, Executive Director, and Board of Directors, as well as the membership and external stakeholders, while additionally having the flexibility to create their own outreach/conference team.

Skills and Qualifications:
Candidates must be active ARES members. Attainment of tenure is preferred due to the time commitment of the position. As the annual conference is the most visible activity and the main income source for the organization, making sure the event is successful and profitable is imperative. Critical skillsets for the Program Chair position as well as roles in the ARES Leadership Track include:
- exceptional organizational, team leadership, and delegation skills
- Ability to motivate and lead volunteers.
- Ability to work with conference management software
- Interest in working with broad cross-section of academic and industry real estate participants
- Prior service to ARES is strongly encouraged

Duties and Responsibilities:

A. Pre-Conference
   1. Program planning
      • Collaborate closely with ARES leadership to develop conference internal deadlines and milestones.
      • Responsibility for maintaining conference paper/panel submission system and conference app.
      • Review paper and panel submissions and determine acceptances/rejections
         - Recruiting a team of volunteer co-reviewers is recommended.
      • Develop conference agenda by identifying themes for paper and panel sessions.
      • Communicate with coordinators of special sessions (Critical Issues, Doctoral Seminar, Affiliates, etc.)
      • Identify and recruit appropriate session chairs and panel leaders/discussants for each theme.
      • Communicate acceptance and rejection decisions on an agreed schedule with the ARES leadership.
      • Inform participants of the program and provide frequent updates as sessions evolve.
2. Outreach and Marketing

- Develop conference marketing materials in collaboration with marketing team.
- Maintain consistent, effective multi-channel communication highlighting the conference,
- Make frequent e-mail announcements regarding deadlines, hotel reservations, registration, etc.
- Be available to ARES sponsors, premium members, and vendors to discuss special opportunities.

3. Conference Site and Event Planning

- Support advance visit of the conference hotel with meeting planner to assess the location
- Collaborate on conference staging, layout, optional events, F&B menus and beverages
- Work closely with meeting planner and hotel to determine deadlines and requirements for event

B. During the Conference

- Welcome sponsors, presenters and attendees and serve as conference host
- Work with meeting planner and conference support team to ensure smooth running of conference
- Be available to address any issues, disruptions, or event changes
- Provide conference updates on session changes through the conference
- Confirm that all tech and audiovisual equipment are working properly in coordination with hotel

C. Post-Conference

- Provide a report to the ARES leadership and membership on the conference.

Term & Time Commitment:
Upon election to the position of vice-program chair, the person will serve one-year shadowing the program chair before assuming the program chair responsibilities the following year. The workload during the vice-chair year is determined based on coordination with the program chair. During the program chair year, the individual should expect to spend about 20 hours per week on conference related activities, and as the conference approaches and during the conference they should expect to work full-time for the successful execution of the event in order to insure a positive experience to participants.

Institutional Commitment:
There is an expectation of a $5-10,000 financial commitment by the home institution of the elected program chair for conference marketing material, which will include and highlight the home institution’s information. Candidates have been successful in securing sponsorship of this funding in the past when institutional support was not available. Course release and/or staff support with conference-related activities during the conference year is strongly recommended, and ARES can provide advocacy support.

ARES Leadership Track to President
Election as Vice-Program Chair signifies selection to the ARES Leadership Track that culminates in serving as the Society’s President, and typically is the major impetus behind the application to serve as Program Chair. The Leadership Track progresses as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Role</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Vice-Program Chair</td>
</tr>
<tr>
<td>2</td>
<td>Program Chair and ARES Vice-President</td>
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<tr>
<td>3</td>
<td>ARES President-elect</td>
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<tr>
<td>4</td>
<td>ARES President</td>
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<tr>
<td>5</td>
<td>ARES Past-President</td>
</tr>
</tbody>
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The ARES President chairs all meetings of the ARES Board of Directors and the general membership meeting, brings key issues and agenda items to the attention of the ARES Board and membership, and serves as the agenda setter and face of the Society.

Election Process
The election of the Vice-Program Chair is held during the spring conference each year during the membership meeting. Nominations are heard during the meeting, and the candidate must be present to be nominated. If interested, applicants are encouraged to discuss their candidacy with member colleagues that might serve as a nominators. Past ARES Presidents and current Executive Committee members are also good sources of information on the ARES Leadership Track and the election process.