



PRRES ROLES

The following **PRRES** roles are included in this document:

President
Executive Director
Secretary
Treasurer
President-Elect

PRRES
Executive
Committee (Ex Co)

Awards Co-ordinator
Webmaster
Historian
Newsletter Editor
Director of Sponsorship
Director of Membership Development

Conference Refereeing Co-ordinator
Post-Graduate Colloquium Co-ordinator
Program Chair

President

The President is the Society's highest position and is the representative of PRRES when and as required. The President must ensure the good running of the Society during his/her term in office.

The President is the steward of the strategic direction of the Society and must manage the Society in accordance with the PRRES Strategic Plan. The President should build on the contribution of Past Presidents towards the fulfillment of the PRRES Strategic Plan by selecting and implementing an appropriate number of initiatives from the Plan such that the Plan will be fully implemented prior to its expiry. A copy of the PRRES Strategic Plan is on the PRRES Website.

The President's term is for two years and changes at the AGM which is usually held during the Conference. Accordingly, the President effectively occupies the role for the latter part of the first Conference, the whole of the second Conference and the earlier part of the third Conference with the President's role including:

during the first Conference:

- accepting the Presidency at the AGM and speaking briefly to outline the priorities for the term of office;
- presenting awards at the Conference Dinner;
- speaking at the Conference Dinner, including:
 - o thanking sponsors of PRESS and of the Conference;
 - o acknowledging the contribution of the immediate Past President, Board and Editor of the PRRES Journal;
 - o thanking the Program Chair, the Postgraduate Colloquium Convener and the Conference Organising Committee;
 - o noting any PRRES member promotions or appointments during the previous year;
 - o noting any PRRES member retirements during the previous year; and
 - o remembering any departed PRRES member during the previous year;
- chairing the Board meeting towards the end of the Conference, including:
 - o ensuring, in consultation with the President Elect and the Executive Director, that all PRRES Officer positions are filled; and
 - o outlining the priorities to be addressed during the year in accordance with the PRRES Strategic Plan;

in the years between Conferences:

- chairing regular teleconferences of the Executive Committee (Ex Co) to monitor the fulfillment of the PRRES Strategic Plan through the specific priorities identified to be addressed during the year;
- liaising with PRRES Officers who are not members of Ex Co to co-ordinate activities and ensure all relevant activities are undertaken
- actively promoting PRRES to possible members and industry;

at the second Conference:

- undertaking the activities referred to above (for the first Conference) and the activities referred to below (for the second Conference), where relevant;

at the third Conference:

- attending the Postgraduate Colloquium and offering encouragement to research students, including a short speech of thanks to the research students and Postgraduate Colloquium Convener if requested by the Postgraduate Colloquium Convener;
- chairing the Board meeting before the Conference welcome reception and reporting on the fulfillment of the PRRES Strategic Plan through the specific priorities identified to be addressed during the year;
- at the Conference welcome reception, making a short welcome speech if requested by the Program Chair;
- during the Conference, welcoming and hosting the Sponsors, Keynote Speakers and guests;
- at the Opening Ceremony for the Conference, making a short speech if requested by the Program Chair and thanking sponsors of PRESS and of the Conference, the Program Chair, the Postgraduate Colloquium Convener and the Conference organizers;
- following the Opening Ceremony for the Conference, introduce the first Keynote Speaker;
- at the Conference AGM (which is chaired by the Executive Director):
 - o thanking sponsors of PRESS and of the Conference, the Board, the PRRES Journal Editor, the Conference Keynote Speakers, the Program Chair, the Postgraduate Colloquium Convener and the Conference organizers; and
 - o reporting to members on the fulfillment of the PRRES Strategic Plan through the specific priorities identified to be addressed during the year.
- at the Closing Ceremony for the Conference, making a short speech if requested by the Program Chair thanking sponsors of PRESS and of the Conference, the Program Chair, the Postgraduate Colloquium Convener and the Conference organizers.

Executive Director

The role requires the efficient and timely administration of PRRES including:

1. liaison with President regarding his/her goals for the year
2. liaison with the Program Chair to ensure everything is going to schedule, awareness of key events such as selection of keynotes, call for papers, registration, cost, facilities etc
3. call for PRRES achievement award, around October
4. liaison with Secretary over minutes and agendas for meetings
5. oversight preparation of all PRRES governance procedures as required
6. liaison with Web-Master on Website
7. liaise with IRES as required
8. liaise with Editor of PRRES newsletter
9. ensuring plaques for Past President and Achievement Award are acquired
10. liaising with Awards Co-ordinator to ensure all relevant prizes to be given at conference are available
11. call for nominations for PRRES board
12. chair AGM and conduct elections (is required) for PRRES board

Secretary

To maintain up to date records of the Society's activities and take and distribute minutes of meetings to Board members and Society members. This includes:

PRRES Board meetings:

Two formal board meetings are typically held during the annual conference.

The **first meeting** is held just prior to the commencement of the conference (usually Sunday afternoon).

Distribution: Minutes from the previous year's annual meeting should be distributed to all board members prior to the annual meeting.

Meeting agenda, together with any relevant information that could assist in clarifying/explaining agenda items.

The **second meeting** of the board is held after the Society AGM to consider issues that may arise from the AGM and other issues the board consider relevant.

Distribution: Meeting agenda – Program Chair may assist with printing as required.

An accurate record of the business transacted at board meetings must be maintained and distributed, via email, to all board members within two weeks following the conference.

PRRES AGM:

The AGM is typically held during the annual conference.

Distribution: minutes of previous AGM and agenda in hard copy format

The minutes of the previous AGM should be distributed to all members prior to or at the AGM. It may be possible to include these minutes in the conference programme (booklet of abstracts) which is provided to all registrants.

Agenda: the AGM agenda is prepared by the secretary in consultation with other board members following the first board meeting. The Program Chair may assist with printing and distribution.

An accurate record of the business transacted at the AGM must be maintained and made available for distribution at the next annual conference. Board members may request email copies at their discretion following the AGM.

Treasurer

The Treasurer is responsible for the finances of the Society and, for convenience, is the first contact point for new members.

Specific Responsibilities:

Financial:

1. Receive and make payments on behalf of PRRES
2. Maintain PRRES Bank Accounts (long held with the NAB and currently the Kings Park Branch, NSW)
3. Maintain Term Deposits and other PRRES Investments as required
4. Complete financial requirements for PRRES as required by Australian Law (currently quarterly GST requirements)
5. Maintain appropriate financial records for PRRES
6. Prepare annual statement of accounts for PRRES Board and AGM
7. Maintain Credit Card facilities as required for membership and other payments to PRRES.
8. Maintain accounts for PRPRJ in conjunction with the management of the Journal (currently run through UTS, Sydney).
9. Liaise with the Conference organisers in relation to financial matters and payments between PRRES and the Conference
10. Collect PRRES Sponsorship monies

Membership:

1. Receive membership list from Conference organisers
2. Send out membership renewals as appropriate
3. Receive new memberships
4. Maintain membership list and forward to PRRES Secretary, Webmaster and Journal manager as required.

Other:

1. Act as the Public Officer of PRRES as required under the Constitution and the articles of Incorporation (NSW)

President Elect

The President Elect is elected at the PRRES AGM to take over the position as President two (2) years hence.

At the beginning of their term of appointment, the President Elect will review and update the Strategic Plan, in conjunction with other members the PRRES Executive Committee, identifying and then preparing for those projects to be accomplished during the future term as President.

Awards Co-ordinator

The role manages the nomination for and distribution of all awards for PRRES except the Achievement Award.

The following are the responsibilities of the Awards Co-ordinator:

1. maintain and update the current PRRES Awards and their criteria and communicate the information to the PRRES Webmaster
2. ensure that the updated list of awards is included in the PRRES Conference Protocol and on the PRRES website
3. as awards are different in structure, the Awards Co-ordinator must ensure that the criteria for each Award are followed. This may include:
 - i. identifying, appointing and liaising with judges, where required
 - ii. call for nominations for awards, where required
4. record the annual list of winners and communicate this information to the PRRES webmaster
5. advise award sponsors of the winners

Webmaster

Long term

- When necessary arrange a suitable ISP and migrate site. Check that the relative web address (www.prrs.net) is properly associated and e-mail addresses are set up and assigned.
- Design the PRRES Web format and keep up-to-date with the appropriate “Look and Feel”

Annual

- General (when necessary)
 - Liaise with the ISP and make sure the relative web address is maintained
 - Update front page with up-to-date links
 - Update membership list on demand (refer to Treasurer)
 - Update membership changes – e.g. fees (refer to Treasurer) and any forms
 - Update all prizes pages when notified (refer to Awards Co-ordinator)
 - Add newsletters (when supplied by Newsletter Editor)
 - Update e-mail addresses
 - Add any files to the semi-secure Board area, change password and advise all board members.
 - Update sponsorship details (when supplied by Director of Sponsorship)
 - Add conference details during year as required by Program Chair
- After the Conference
 - Update board members (refer Secretary)
 - Add minutes (refer Secretary)
 - Add conference proceedings
 - Create Conference and Proceedings page for that year.
 - Create PDF for each paper and add to the web area – these should follow the standard naming convention (refer conference organizer for papers)
 - Add the details to the data base (Author, Title, Keywords, Abstract, Journal and File reference)
 - Update index on the web as well as the article list and Meta Data
 - Add keynote papers and keynote speaker details
 - Add program, delegate list, photos, sponsors, reference to refereeing method plus any other links.
- Each time the journal is released (4 Times per Year)
 - Create separate article files for each article and add to the web area – these should follow the standard naming convention
 - Add the details to the data base (Author, Title, Keywords, Abstract Journal and File reference)
 - Update index on the web as well as the article list and Meta Data
 - Update the International Property Research Conference: UPDATE
 - Make any other updates for the journal that are relevant.

Historian

The general responsibility of the PRRES Historian is to maintain and to securely store the historical records of PRRES, with specific responsibilities including:

1. collecting and storing three copies of PRRES:
 - journals;
 - newsletters;
 - conference papers, programmes and list of delegates;
 - minutes of meetings of PRRES and of the Board;
 - financial reports;
 - an annual electronic copy of the website on CD;
 - any other reports presented at the Board or the AGM;
 - official correspondence;
 - any other documents (either electronic or other method of storage) that may be considered relevant by the Board;
 - recording any anecdotal information, either written or oral, that may be of interest to PRRES' history.

2. At the conclusion of the term or terms, the outgoing Historian is required to hand over all records of PRRES to the incoming Historian together with an itemised catalogue of the current historical documents. A copy of the catalogue is also to be provided to the Board.

Newsletter Editor

It is expected that the Newsletter will be distributed to members twice a year (April and October). The newsletter will contain information of interest to members regarding:

- the activities of members;
- information from PRRES and the PRRES Board;
- information from IRES and sister bodies;
- other relevant information on property research and education.

Material in the newsletter would normally NOT be material which is posted on the PRRES web-site.

The role of the Newsletter Editor is:

- to collect relevant news items, photographs and related information;
- to produce the newsletter itself;
- to distribute the newsletter to PRRES members; and
- to arrange for a copy of the newsletter to be posted on the web-site.

Key contacts for the newsletter editor are the Executive Director, the President, the Program Chairs for the prior and following PRRES Conferences and the PRRES Web-master.

Director of Sponsorship

The Director of Sponsorship is responsible for achieving financial sustainability for PRRES through a funding surplus, as detailed in the Strategic Plan on the PRRES website.

Specific responsibilities include:

- reviewing the PRRES sponsorship plan and amending as necessary;
- implementing the PRRES sponsorship plan, including identifying and negotiating with potential sponsors of PRRES to secure sponsorship;
- managing a rolling programme of PRRES sponsorship contracts, to avoid expiry concentration and financial risk to PRRES;
- working with conference organisers to secure additional, conference specific sponsorship, as required;
- enlisting the assistance of other PRRES members, as required;
- liaising with the Executive Director, as required;
- reporting to the PRRES Board annually on progress against the Strategic Plan.

Director of Membership Development

The Director of Membership Development is responsible for achieving PRRES's aim to double membership in five years, through alternative membership categories including non-academic property researchers, as detailed in the Strategic Plan on the PRRES website.

Specific responsibilities include:

- creating a PRRES membership development plan including identifying appropriate alternative membership categories (such as non-academic property researchers and other affinity groups) or entities together with routes to access such potential groups or entities;
- implementing the PRRES membership development plan, including identifying, marketing to and securing new members;
- enlisting the assistance of other PRRES members, as required;
- liaising with the Executive Director, as required;
- reporting to the PRRES Board annually on progress against the Strategic Plan.

Conference Refereeing Co-ordinator

Specific responsibilities include:

1. coordinate with Program Chair on dates of submission for abstract and full paper (those for refereeing) – usually full paper should be in by end September
2. agree on the form and format of full papers for refereeing
3. coordinate with Program Chair for the refereeing process and the respective responsibilities between the Conference Refereeing Co-ordinator and the Program Chair (e.g. acknowledge receipt of full paper, informing author(s) of outcome etc)
4. agree on coding system for the papers for easy reference
5. plan for allocation of referees based on abstract before deadline for full paper submission (need to plan for alternative referees if content differs from abstract)
6. send out to referees when full paper is in and provide referees with evaluation form and set deadlines (usually 4 weeks from sending out the full paper)
7. inform Program Chair and authors of outcome of refereeing – hopefully by end November (and for those who want to re-submit for refereeing, amended papers must be in by end November)
8. update status of papers and try to identify candidates for the best refereed paper

Post-Graduate Colloquium Co-ordinator

The role of the Postgraduate Colloquium Co-ordinator is to provide a forum for postgraduate students in property to present their postgraduate work-in-progress to an audience in a supportive environment. The Colloquium is to be scheduled on the Sunday at the commencement of the annual PRRES conference.

Specific responsibilities include:

1. by **31st May** a letter of invitation to senior academics advising them of the opportunity for their postgraduate students should be circulated (a recommended format attached). The draft letter and circulation list to be approved by Present and Executive Director);
2. call for papers for the colloquium should also be posted on the web by **31st May** including a description of the colloquium including timeline and dates (recommended format attached). Draft to be approved by President, Executive Director and Program Chair;
3. details regarding the colloquium should be forwarded to the webmaster to be posted (attached recommended information);
4. **15th August** should be the deadline for research summaries to be submitted to the colloquium organiser and acceptance confirmed by **15th September** (acceptance decision made by Colloquium coordinator and President);
5. students should be advised that to present at the Colloquium they need to register by a nominated date;
6. research summaries to be considered for PRRES scholarships should be submitted by the **20th September** for judging by a panel to determine the successful scholarship winners;
7. each student should be matched with an appropriate mentor attending the conference (President and Executive Director to assist with this process). The mentor to be sent a copy of the research summary in order to give constructive feedback at the colloquium session;
8. note that potential mentors may be attending other meetings on this day and the timing of the student papers should reflect this;
9. if space permits, the draft programme should include a “keynote” session where students are given advice on the PhD process and publication issues;
10. draft programme for the colloquium should be completed by the **5th October** this programme to be approved by the President, Executive Director and conference organiser;
11. approved programme to be circulated to all participants and Webmaster to post on website;
12. **15th December** Final Programme and further information as to location and timing of presentations should be sent to all participants and Webmaster;
13. a Chair for the Colloquium session should be appointed;
14. Co-ordinator should liaise with Program Chair to ensure that morning tea, lunch and afternoon tea are provided for attendees.

Program Chair

The responsibilities of the Program Chair include all aspects of the management and organisation of the annual PRRES Conference in accordance with the PRRES Protocol, including:

- financial;
- funding;
- conference programme;
- call for papers
- acceptance of papers;
- registration;
- all events including postgraduate colloquium, women's breakfast, case competition, welcome reception and conference dinner.

The Program Chair is appointed by the Conference Convenors and should liaise on aspects of the Conference organisation with the Executive Director, the President, the Treasurer, the Awards Co-ordinator, the Post-Graduate Colloquium Co-ordinator and the Co-ordinator of Refereed Papers.