



## **ABSAP Board of Directors Roles and Responsibilities - 2018**

**Description:** The Association of Business School Alumni Professionals (ABSAP) is a network for alumni professionals working in the top-ranked business schools. The purpose of ABSAP is to promote awareness of business school Alumni Relations and enhance the Advancement efforts of member schools. It is an officially incorporated not-for-profit organization. ABSAP is not tax exempt because of its criteria for membership.

Eligibility for membership in ABSAP is based on school rankings. Schools ranked in the top 30 undergraduate business programs (by *U.S. News & World Report*) and/or full-time residential MBA programs (by *Bloomberg Businessweek*) are invited to be members. Annual membership is currently \$295 per school. Schools lapsed for more than two years may become ineligible.

### **Membership in ABSAP includes:**

- A strong network of experienced peer professionals
- Annual conference at rotating campuses
- [ABSAP LinkedIn Group](#)
- Website containing conference presentations, webinar recordings, member directory, and other resources
- Access to member school benchmarking data
- Joint alumni event in conference locations

### **ABSAP Board of Directors:**

The ABSAP Board of Directors provides guidance, support and strategic direction for the organization and its annual conference. The Board is currently comprised of five elected members and the ABSAP Administrator, who serves in an ex-officio role.

Board of Directors representation is determined as follows:

- Nominations are solicited from all ABSAP participants in April
- Each member school casts a single vote through its primary representative, based on consensus among its Alumni Relations staff, between May 15 and June 15
- Nominees must have attended at least two ABSAP conferences to be eligible for nomination
- Nominees must primarily have responsibility for Alumni Relations (vs. Development)
- An election is held each year to fill open positions on the Board. Its members serve a two-year term and may be reelected for an additional term. Following that term, the Board of Directors



ASSOCIATION OF BUSINESS SCHOOL  
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member must take a hiatus from the Board of at least one year before running for election again.

- A vacancy created by the resignation of a current Board member may be filled by appointment by the Board or kept vacant until the next election.

The ABSAP Board currently has an [ABSAP Box folder](#) through Indiana University for sharing notes, ABSAP documents, and conference documents.

Each Board member oversees an ABSAP initiative, with the following responsibilities:

### **Board Chair:**

- Serves as the official head of ABSAP for legal matters, official business, and media inquiries
- Acts on behalf of ABSAP when time does not allow for decisions by the full Board of Directors
- Leads routine conference calls of the Board of Directors, generally held monthly and as needed
- Ensures each Board member has the support and tools necessary to perform his/her responsibilities

### **Membership Chair:**

- Annually reviews rankings to determine new schools in the ABSAP market, issues invitations to join ABSAP, and explains the organization to prospective members
- Evaluates participation and leadership among member schools
- Prepares communications to announce dues collection process and timing each year
- Contacts schools individually that have not paid dues by the deadline to obtain payment prior to the conference
- Follows up immediately after the conference with any member schools with dues not paid for the current fiscal year
- Prepares communications about Board of Directors nominations

### **Marketing and Communications Chair:**

- Facilitates ongoing communication with ABSAP member schools on annual conference, webinars, awards nominations, etc.
- Proactively promotes ABSAP through an annual post-conference communication which highlights the conference, initiatives and award recipients to:
  - industry organizations (e.g., CASE)
  - business school Deans
  - business and academic publications (e.g., *BusinessWeek*, *Chronicle of Higher Education*)



### **Conference and Awards Chair:**

- Liaison to annual conference and awards program
  - Represents input of ABSAP Board to conference committee
  - Oversees awards sub-committee:
    - Gathers nominations for awards
    - Obtains the awards and coordinate presentations

### **Professional Development Chair:**

- Coordinates professional development program (webinars)
  - Content to be focused on career progression of and resources for business school alumni relations professionals

### **ABSAP Administrator:**

- Maintains the ABSAP website
- Maintains the ABSAP LinkedIn group
- Creates the annual ballot for new Board of Directors members and cover correspondence
- Serves as the general resource for the organization, responding to inquiries from the general public as well as from member schools
- Serves as an ex-officio member of the ABSAP Board of Directors and the Conference Planning Committee

Because this role is the “front desk” of ABSAP and serves an important historical and support role, there is no term limit. Janice Headley, Senior Associate Director at the Kelley School of Business, Indiana University (ABSAP’s founding school), currently holds this position.