

March 15, 2022

Dear ABSAP Members:

We are currently seeking nominations to fill open posts on the ABSAP Board of Directors for terms beginning July 2022 and ending July 2024.

You may nominate yourself or another eligible member by submitting the nominee's name, contact information, and a 150-word-maximum statement that summarizes his/her ABSAP involvement, interest in serving on the Board, and career background in alumni relations to the Membership Chair at [info@absap.org](mailto:info@absap.org) by April 30, 2022.

**Eligibility:**

- Nominees to the Board of Directors must be from a dues-paying ABSAP member school. Only one representative from a member school can serve on the Board at any time; in the coming term Carnegie Mellon/Tepper, Colorado/Leeds, Berkeley/Haas, Michigan/Ross, Penn State/Smeal, Purdue/Krannert, Washington/Foster, and Wisconsin have continuing representation.
- Nominees must have attended at least two physical ABSAP conferences.
- Nominees must be primarily responsible for alumni relations, and may have secondary responsibility in other fields such as development, communications, or career services.
- Nominees must have demonstrated leadership and participation in ABSAP.

**Nomination and Voting:**

- Nominations are solicited from all current ABSAP member schools in the months before Board position(s) are open; members may nominate themselves, a colleague at their member school, or an eligible individual from another member school.
- Nominations are submitted to the Board's Membership Committee, which verifies the nominee's eligibility and willingness to serve, and adds nominees to the ballot.
- ABSAP members vote (one vote per member school) to elect new Board members May 15-June 15. Majority rules on votes collected during the voting period.

**Terms:**

- Terms are for two years and begin in July following the election, on the last day of the conference. Terms are staggered among Board members.
- Terms are renewable after one term for a total of two consecutive two-year terms. After two terms, there must be a one-year hiatus before being nominated for another term.
- If a Board member is no longer able to fulfill his/her term or responsibilities, the Board of Directors will appoint a member to fulfill the unexpired term.

**Responsibilities:**

- Participate in regular meetings via conference calls, usually monthly and more frequently around the annual conference.
- Participate on one of the Board of Directors committees (Membership, Conference, Professional Development, Marketing/Communications, Benchmarking, and Administration). The chair of the committee is responsible for recruiting volunteers from the organization to assist in completing committee tasks.
- Demonstrate leadership at the annual conference; may present on behalf of the Board.
- May participate in planning sessions for the annual conference.

Board membership is a meaningful way to serve the organization, raise its visibility, and enrich the experience of its members. We hope that you will nominate exceptional individuals by April 30, 2022.

Sincerely,  
Jen Crispell, President