



ABSAP Board of Directors Roles and Responsibilities

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
- Periodic 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 seven 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 May
- Each member school casts a single vote through its primary representative, based on consensus among its Alumni Relations staff, between May and June
- 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
- A 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 a Google Drive 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

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 Chair:

- Liaison to all aspects of the annual conference and awards program
 - Represents input of ABSAP Board to conference committee
 - Works with the host school on coordinating conference sessions that fit within the parameters of the host school planning
 - Works with president to oversee awards sub-committee:
 - Gathers nominations for awards
 - Obtains the awards and coordinate presentations

Professional Development Chair:

- Coordinates professional development programs (webinars or interactive sessions)

- Content to be focused on career progression of and resources for business school alumni relations professionals
- Helps maintain the ABSAP LinkedIn group

Benchmarking Chair:

- Leads the creation of benchmarking surveys
- Builds a database from survey responses
- Summarizes data in both raw and visual formats for member schools

Operations Chair:

- Schedules monthly Zoom meetings of the Board of Directors
- Takes minutes of monthly meetings
- Helps maintain the ABSAP website
- Prepares communications about Board of Directors nominations
- Creates the annual ballot for new Board of Directors members and cover correspondence
- Prepares the required Annual Report for ABSAP as an incorporated entity

ABSAP Administrator:

- Maintains the ABSAP website
- Maintains the ABSAP LinkedIn group
- 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