



## **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.

### **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

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

The ABSAP Board of Directors provides guidance, support and strategic direction for the organization and its annual conference. The Board comprises 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 spring
- Each member school casts a single vote through its primary representative, based on consensus among its alumni relations/engagement staff
- Nominees must have attended at least two ABSAP conferences to be eligible for nomination
- Nominees must primarily have responsibility for alumni relations/engagement (vs. development)
- An election is held each year to fill open positions on the Board
- Board members serve a two-year term and may serve an additional two-year term at the discretion of the Board, if the Board member is interested in doing so
- 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:

### **President:**

- 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

### **Immediate Past President:**

- Advises and assists the President as needed to ensure a smooth transition for the newly elected President
- May provide advice or assistance to Chairs in the development and execution of their initiatives
- May fill in temporarily for a Board position when a Board member vacates their position

### **ABSAP Administrator:**

- Maintains the ABSAP LinkedIn group
- Serves as a 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
- Assists with Board initiatives throughout the year

### **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

### **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 coordinates presentations

## **Marketing & Communications Chair:**

- Facilitates ongoing communication with ABSAP member schools on annual conference, webinars, awards nominations, etc.
- Creates and sends out newsletters to primary representatives
- Prepares news release of annual recognition award recipients for use by their schools and to showcase the recipients and alumni office to their Dean.

## **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
- Facilitates the behind-the-scenes of the dues collection process on the website and records payments as they come in; prepares invoices as needed for schools who request
- Contacts schools individually that have not paid dues by the deadline to obtain payment before the conference
- Follows up immediately after the conference with any member schools with dues not paid for the current fiscal year

## **Operations Chair:**

- 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

## **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

## **Secretary:**

- Takes notes during board meetings
- Schedules monthly Zoom board meetings
- Stewards the info@absap.org email account

## **Treasurer:**

- Works with Membership Chair to keep membership strong and list of member schools and primary representatives accurate
- Orders checks for vendors from Chase account
- Maintains current credit card billing information in accounts for long-term vendors for routine auto-renewal (technology vendors, primarily)

- Receives and deposits dues checks from about four member schools per year
- Periodically transfers PayPal receipts to Chase account, and empties PayPal account into Chase account at year end
- Drafts year-end financial report and budget proposal for next fiscal year for review and approval by President
- Reports on finances and budget to membership at annual conference business meeting
- Sends year-end financial report to accountant in early August [IRS and state tax return deadlines are September 15 for ABSAP; an officer must sign state and federal forms to allow accountant to file electronically for us (forms provided by M|H)]
- Has accountant send 1099s to independent contractors in January and the required summary form to IRS

### **Website Chair:**

- Maintains the ABSAP website