

## PURDUE ALUMNI ASSOCIATION BOARD OF DIRECTORS



### Prospective Director Information Package

**(2026)**

Applications are due by October 15, 2025.

Elections will open Monday, March 30, 2026 at 8:00 am and close Friday, April 3, 2026 at 5:00 pm. This fulfills the requirements outlined in our Bylaws, Rules & Procedures, Article VII.

Purdue Alumni Association Bylaws are available online [here](#).

The results of the 2026 election will be ratified at the Annual Meeting, Friday, April 17, 2026.

#### **2 positions are open for the 2026 board election of directors**

1 – East Geographic District

1 – Indiana Geographic District

**[APPLY ONLINE HERE](#)**

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## OVERVIEW

The Purdue Alumni Association (hereafter referred to as Purdue Alumni) is an independent organization that is the gateway for loyal alumni and friends to build relationships with each other and Purdue University. Our **mission statement** is to “champion personal, professional, and intellectual success and well-being in the lives of all Purdue alumni. We connect alumni to Purdue and one another around the world.”

The Purdue Alumni Association has contracted with the Purdue for Life Foundation (founded in 2020) for the carrying out of alumni engagement services. This is accomplished by publication of the Purdue Alumnus magazine; providing support to 125 alumni clubs and networks worldwide; updating the alumni database; partnering with the University in the organization of Purdue Homecoming, and other events; and offering various services to alumni such as volunteerism, lifelong Learning, professional development, alumni travel tours, member discounts at Follett’s as well as PerkSpot with discounts at thousands of retailers across the United States.

The University has over 575,000 living alumni (now including Purdue Global), while Purdue Alumni currently has approximately 48,000 dues paying members. Dues from memberships provide alumni programming and support the local Purdue Alumni Clubs events and programs.

The business and property of Purdue Alumni is managed by a Board of Directors consisting of up to nineteen (19) individuals from various geographic districts and constituencies that encompass Purdue Alumni’s worldwide reach.

- Nine (9) of the directors are elected by Purdue Alumni members, and consist of two (2) individuals from each of four (4) geographic regions, and one (1) young alumni director, between 25 and 30 years of age. The elected directors serve a term of three (3) years and may not serve more than two (2) terms in succession, nor serve over three (3) terms in their lifetime.
- In addition there are up to ten (10) designated director positions on the board of directors. These designated positions include the officers of the corporation, at-large directors and appointed directors including Agriculture Alumni and Purdue for Life. The term limits for these designated directors vary and can be found in the Bylaws and Rules & Procedures of Purdue Alumni.

The Board of Directors generally holds two meetings per year. All board members and committee members serve without pay.

- The fall meeting is typically held in September or October to align with a home football game.
- The spring meeting, also known as the annual meeting, is typically held in April, May or June.
- The meetings are usually held on Friday beginning at approximately 8:00 a.m., although attendance at sessions on Thursday may also be required if one serves on a board committee.
- **Attendance and active participation at each board meeting is the most important responsibility of a director.**

To be eligible to serve as a director an individual must be a member of Purdue Alumni Association. In addition, a membership elected director must be a resident of the geographic district nominating him/her. Purdue University, Purdue Research Foundation and Purdue Alumni employees are not eligible to be a director.

**Job Description: Purdue Alumni Board Director**Summary:

Serve as a voting member of Purdue Alumni board of directors, representing the broad interests of Purdue Alumni. Work in conjunction with the other board members to establish and review strategic objectives for Purdue Alumni. A director should not be an officer of a local club while serving on the Purdue Alumni board of directors. Candidates for membership elected directors must live within the geographic district of which they are nominated and cannot be Purdue University, Purdue for Life or Purdue Research Foundation employees.

General Responsibilities:

1. Maintain membership in the Purdue Alumni Association.
2. Serve as a representative for Purdue University and Purdue Alumni Association.
3. Support and encourage new and renewed membership in Purdue Alumni Association.
4. Attend scheduled board meetings (Spring and Fall, on campus).
5. Participate in committee meetings as assigned.
6. Be aware of and support alumni activities in your area.
7. Notify Purdue Alumni staff of alumni concerns in your area.
8. Assist Purdue University and Purdue Alumni in identifying, cultivating, and involving alumni in areas such as student recruitment, job placement, club leadership, financial support etc.
9. Recognize, respect, value, and promote diversity at all levels of Purdue Alumni.
10. Participate in the review of the strategic plan for Purdue Alumni engagement and assist in the implementation of the plan.
11. Maintain familiarity with programs and activities sponsored, organized, and coordinated by Purdue University and Purdue for Life Foundation.
12. Abide by the 'Conflict of Interest Resolution.'

Additional Responsibilities:

1. Accept leadership and participatory roles in Purdue engagement programs and activities as needed.
2. Represent Purdue Alumni Association at programs and ceremonies, as requested.
3. Mentor new directors as assigned.
4. Make an annual financial contribution that is personally significant to them (likely on Purdue Day of Giving). This contribution should be beyond their annual or lifetime membership dues.

Term Limits:

Each membership elected director shall serve a three (3) year term. A director may not serve more than two (2) terms in succession. No director can serve over three (3) terms in their lifetime.



## **Purdue Alumni Board**

Purdue Alumni board of directors includes eight (8) membership elected directors from four (4) geographic districts and young alumni category. Each geographic district will elect two (2) board representatives. When the Young Alumni Director position is open it is voted on by all PAA members. These districts are defined as follows:

### **Indiana (all 92 counties)**

#### **East (by state and including the District of Columbia)**

Connecticut, Delaware, Florida, Georgia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, Washington DC, and West Virginia.

#### **Central (by state)**

Alabama, Arkansas, Illinois, Iowa, Kansas, Kentucky, Louisiana, Michigan, Minnesota, Mississippi, Missouri, Nebraska, North Dakota, Oklahoma, South Dakota, Tennessee, Texas, and Wisconsin.

#### **West (by state) and International**

The West includes the states of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming. International encompasses all United States territories and all countries other than the United States.

## **Purdue Alumni Board Director Election Process Overview**

Although Purdue Alumni will accept interest forms at any time from prospective director candidates the formal nomination process will typically open August 1<sup>st</sup> of each year.

At the time nominations are opened, an information package will be made available upon request. This package will include an Interest and Nomination form (see pg.8 for example) which will clearly state when the form must be returned. Nominations should be filled out online: [TO APPLY ONLINE](#)

- All nominations are due to the Recording Secretary by October 15<sup>th</sup> prior to the annual election. 2026 Elections will take place March 30 through April 3, 2026.

The review and verification of the final names to be placed on the ballot is the responsibility of the Leadership, Development and Nomination Committee. Nominations for candidacy may be made to that committee in one of three processes:

1. *Nomination by Club*

Each local club may nominate one candidate for a director vacancy for the geographic district in which the club is located. The President or Secretary of each local club nominating a candidate for the Board of Directors shall certify such nomination to the Corporate Secretary. More than one local club in the geographic district may endorse the same candidate.

2. *Nomination by Group*

Any twenty-five (25) Purdue Alumni members may nominate a candidate for a director vacancy for the geographic district by certifying such nomination, with the candidate's acceptance in writing of such nomination to the Corporate Secretary. Each of such nominating members must be a resident in the same geographic district as the candidate so nominated.

3. *Self-Nomination*

Any Purdue Alumni member may nominate themselves as a candidate for a director vacancy for the geographic district in which they reside. The candidate must certify their interest by writing such nomination to the Corporate Secretary.

In the event that a geographic district does not have a candidate for director the Leadership Development and Nominating Committee (LDNC) will present a candidate to the Board of Directors for approval.

The election will occur as specified in Purdue Alumni Rules & Procedures. The voting takes place as described in Article VII, Section 8:

A list of all candidates and voting procedures shall be published through approved social media platforms by March 1<sup>st</sup> and in the PURDUE ALUMNUS prior to the Annual Meeting for use of all members entitled to vote. All votes to be counted must be received by the President no later than noon, (West Lafayette, IN time), five (5) business days preceding the Annual Meeting.

## **Candidate Campaign Criteria and Election Details:**

### **ELECTION:**

- The slate of candidates for open trustee and director positions will be included in a (electronic) special edition issue of the *Purdue Alumnus*.
- The online election will take place from 8:00 a.m. EST on Monday, March 30, 2026, to 5:00 p.m. EST on Friday, April 3, 2026.
  - A paper ballot can also be provided upon request from Katie Vanveken, Corporate Secretary at: [klvanveko@purdueforlife.org](mailto:klvanveko@purdueforlife.org) or by calling 765-494-6622.
  - Ballots must be completed and mailed directly to Purdue Alumni Association by the voting member. Distributing a ballot which has been modified in any way from its original form is prohibited and will invalidate that ballot.
  - Paper ballots can be mailed to:
    - Attn: Corporate Secretary, Katie Vanveken  
Purdue Alumni Association  
403 W. Wood Street  
West Lafayette, IN 47907
- All members of the corporation (Purdue Alumni Association members) are eligible to vote. A member must vote for the director from the district in which they claim primary residence.
- The Purdue Alumni Association staff is to remain neutral in the election, however, may exercise voting privileges if they are a member.
- All ballots (paper and online) must be received by 5:00 p.m. EST on Friday, April 3, 2026.

### **ADVERTISING:**

- No advertising through Purdue Alumni Association communications (*Purdue Alumnus*, social media, etc.) related to the campaign of any candidate(s) for the Purdue Alumni Association trustee or director positions will be accepted.
- Candidates are required to provide a video message. Details and coordination will be handled by the Purdue Alumni Association. Candidates can use the video message in their advertising campaign.
- Candidates are welcome to use their own social media platforms, such as **LinkedIn, Facebook, Instagram, TikTok, and personal websites**, to promote their campaign.
- Clubs may promote a candidate **as part of another regularly scheduled e-mail**.
  - Clubs may not send campaign-specific e-mails.
  - Clubs may utilize social media to encourage voting only.
- Alumni address list(s) will not be provided to any candidate.
  - The primary intent is to protect our valued alumni from uncontrolled solicitations.

### **BALLOT RESULTS:**

- The Corporate Secretary of the Purdue Alumni Association will administer the ballot counting process with the assistance of a three appointed Inspectors of Election.
- Candidates will be notified of election results prior to the annual meeting, and if elected, invited to attend the May meeting to observe. Their official term will commence July 1<sup>st</sup>, 2026, and the first meeting they will attend in their board capacity will be in October 2026.
- The Board certifies the final election results of directors at the Purdue Alumni Association's Annual Meeting on Friday, April 17, 2026.

**QUESTIONS:** Direct all questions to Katie Vanveken, Corporate Secretary, Purdue Alumni Association 765-494-6622 or [KLVanveken@purdueforlife.org](mailto:KLVanveken@purdueforlife.org).



**EXAMPLE: DIRECTOR CANDIDATE INTEREST & NOMINATION FORM: 2026 ELECTION**

**INSTRUCTIONS:** This form has three parts. All individuals who are being nominated for, or are self-nominating for, the geographic based districts (membership-elected) are required to complete Parts A, B and C.

This form is for example only. Please fill this out online. [APPLY ONLINE HERE](#)

**PART A: Biographical Information**

**CANDIDATE NAME:**

**SCHOOL/COLLEGE AND YEAR OF GRADUATION:**

**STREET ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:**

**CITY, STATE, ZIP:**

**E-MAIL ADDRESS:**

**PROFESSIONAL OCCUPATION:**

**NAME OF EMPLOYER:**

**BUSINESS ADDRESS:** \_\_\_\_\_ **PHONE NUMBER:**

**TYPE OF BUSINESS:** \_\_\_\_\_

EXAMPLE ONLY

**ADDITIONAL EDUCATION (names of other colleges attended, degree(s), and graduation year(s):**

**PROFESSIONAL SOCIETIES (list any offices held):**

**PURDUE ALUMNI ACTIVITIES – i.e. club involvement, PART, etc. (list any offices held):**

**PURDUE ALUMNI ASSOCIATION MEMBER SINCE:** \_\_\_\_\_ **Lifetime Member** **Annual Member**

**PURDUE AFFILIATIONS – i.e. John Purdue Club, President’s Council, student groups, etc.:**

**SOCIAL AND CIVIC ACTIVITIES:**

**FAMILY (spouse, children, grandchildren – please identify if any attended Purdue):**

**OPTIONAL DEMOGRAPHICS: (please complete via online survey)**

**My signature below certifies that I am eligible to serve and, if elected, I agree to fulfill the requirements and meet the responsibilities associated with board membership as described herein.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Copy of document will be placed in the Leadership Development & Nominating Committee file.**



**PART B: Nomination Information****PLEASE SELECT THE METHOD OF NOMINATION:****EXAMPLE ONLY****NOMINATION BY CLUB<sup>1</sup>: ☐**

Please attach appropriate documentation from Club. An example letter is provided below.

(Note 1: Each local club may nominate one candidate for an elected director vacancy for the geographic district in which the club is located. The President or Secretary of each local club nominating a candidate for the Board of Directors shall certify such nomination to the Corporate Secretary of Purdue Alumni by 5:00 p.m. (Eastern) on October 15<sup>th</sup>, 2025. More than one local club in the geographic district may endorse the same candidate.)

**NOMINATION BY GROUP<sup>2</sup>: ☐**

Please attach list of members supporting the nomination. An example form is provided below.

(Note 2: Any twenty-five (25) Purdue Alumni members may nominate a candidate for an elected director vacancy for the geographic district by certifying such nomination, with the candidate's acceptance in writing of such nomination, to the Corporate Secretary of Purdue Alumni by 5:00 p.m. (Eastern) on October 15, 2025. Each of such nominating members must be qualified to vote for the candidate so nominated.)

**SELF-NOMINATION<sup>3</sup>: ☐**

Please attach letter of self-nomination. An example letter is provided below.

(Note 3: Any Purdue Alumni member may nominate themselves as a candidate for an elected director vacancy for the geographic district in which they reside. The candidate must certify their interest by writing such nomination to the Corporate Secretary of Purdue Alumni by 5:00 p.m. (Eastern) on October 15, 2025.

**PART C: Narrative – Please answer all questions**

1. What about the Purdue Alumni Association mission resonates with you and how have you engaged with the Purdue Alumni Association in the past?
2. Tell us about a time when you had a difficult decision to make with another Board or at work and what was your role in deciding the outcome? In other words, how did you contribute to the decision making?
3. Over the next 3 years, what do you see as the biggest opportunities and challenges for the Purdue Alumni Association?
4. What about you makes you uniquely qualified to be the best candidate to serve on the Purdue Alumni Board of Directors?
5. Outside of community and civic organizations you have been involved with, can you describe more of your participation with Purdue in recent years?
6. How do you define your leadership style, in working with Boards and volunteer organizations and how has it evolved? What have you been able to contribute? Have you led any committees or initiatives?
7. What ideas or suggestions do you have to help grow the membership of the Purdue Alumni Association?
8. When did you join PAA? Are you a Lifetime Member or Annual Member?



For your application to be fully considered, it's essential to complete all sections and answer every question. We are unable to review submissions that are incomplete.

(Return to: Katie Vanvehoven, Corporate Secretary Purdue Alumni Association, 403 W. Wood St., West Lafayette, IN 47907) or via email to: [KLVanvehoven@purdueforlife.org](mailto:KLVanvehoven@purdueforlife.org))

Example of 'Nomination by Club' Letter

Katie Vanvehoven, Corporate Secretary  
Purdue Alumni Association  
Dick and Sandy Dauch Alumni Center  
403 West Wood Street  
West Lafayette, IN 47907

DRAFT ONLY

*Month Day, Year*

Subject: Board of Directors Nomination

Ms. Vanvehoven,

The *(insert club name here)* hereby nominates *(insert candidate name)* for the Purdue Alumni Association Board of Directors. This nomination is for the *(insert Young Alumni Director or district name: Indiana, East, Central or West and International geographic district)* for the term beginning July 1, 2026.

Submitted By

(Signature)

*Full Name*

*Club Position (must be President or Secretary)*

*Club Name*

**Example of 'Nomination by Group' Letter & Form**

Katie Vanvehoven, Corporate Secretary  
Purdue Alumni Association  
Dick and Sandy Dauch Alumni Center  
403 West Wood Street  
West Lafayette, IN 47907

**DRAFT ONLY**

*Month Day, Year*

**Subject: Board of Directors Nomination**

Ms. Vanvehoven,

The undersigned members of the Purdue Alumni Association hereby nominates (*insert candidate name*) for the Purdue Alumni Association Board of Directors. This nomination is for the (*Young Alumni Director or insert district name: Indiana, East, Central or West and International geographic district*) for the term beginning July 1, 2026.

The following individual was responsible for submitting this information and should be contacted should any questions arise concerning this nomination.

(Signature)

*Full Name*

*Address and complete contact information, including email and phone number.*

**PLEASE NOTE:**

For each person supporting the nomination, please include the following:

- Full Name
- Signature
- Permanent address (all signees must be within the same geographic district)
- Phone
- Email



## ALUMNI ASSOCIATION

**This information can be provided on a separate form, an example is presented on the following page.**

## Purdue Alumni Director: Nomination by Group Form

***My signature below serves as my endorsement of \_\_\_\_\_ for the position of  
Purdue Alumni Director from the \_\_\_\_\_ district for the three year term beginning  
July 1, 2026.***

[illegible]

**Please return completed forms with nomination cover letter.**

**Example of 'Self-Nomination' Letter**

Katie Vanvekoven, Corporate Secretary  
Purdue Alumni Association  
Dick and Sandy Dauch Alumni Center  
403 West Wood Street  
West Lafayette, IN 47907

**DRAFT ONLY**

*Month Day, Year*

**Subject: Board of Directors Nomination**

Ms. Vanvekoven,

I hereby place my name in nomination for the Purdue Alumni Association Board of Directors. This nomination is for the *(Young Alumni Director or insert district name: Indiana, East, Central or West and International geographic district)* for the term beginning July 1, 2026.

**Submitted By**

**(Signature)**

*Full Name*

*Address of primary residence*