## SAMPLE NOMINATION REQUEST LETTER



**NATIONAL LOCAL TECHNICAL**

**ASSISTANCE PROGRAM ASSOCIATION**

Dear NLTAPA members;

On behalf of the NLTAPA Nominating Committee, we invite you to submit your recommendations for individuals to serve as the 2014 Vice President of NLTAPA and continue through the three-year leadership track. It is intended for the elected candidate to become NLTAPA President at the Summer Business Meeting of 2016.

The election of NLTAPA officers is one of the most important duties of the Association. Effective service to members depends in large measure on good leadership. Before nominating someone, please consider the following:

Duties of an NLTAPA officer, throughout the three year leadership track, are varied and considerable, and include but are not limited to:

* Chairing the NLTAPA Partnerships work group;
* Coordinating collection and presentation of Executive Committee work plans and budgets;
* Chairing the national LTAP/TTAP Conference Planning Committee and coordinating conference program and overall conference logistics;
* Representing NLTAPA on FHWA’s Strategic Planning Committee and Clearinghouse Steering Committee;
* Chairing Executive Committee and Association meetings, being the spokesperson for the Association, and leading major initiatives for the Association;
* Being the Association’s primary link with FHWA-TPP program managers; and
* Ensuring the Association meets its responsibilities as stated in the Bylaws.

These duties are shared by three people at any one time, but each person must be able to step into any of these roles if needed. Upon assuming office, the Vice President’s main responsibilities are to chair the NLTAPA Partnerships work group and prepare the Executive Committee’s annual budget and work plan for presentation at the Winter Business Meeting held in conjunction with TRB in January.

The Nominating Committee is interested in knowing the following about each nominee:

* Do they have the ability and the commitment to promote the interests of the Association?
* What is his/her past experience and performance with the LTAP/TTAP Program and/or NLTAPA Executive Committee?
* What is his/her record of attendance and participation at Association meetings?
* Does he/she have knowledge of the Association’s purposes and programs?
* Can he/she work in harmony with the Executive Committee, FHWA and Association partners?
* Does he/she have special talents or skills that would especially qualify him/her for this office?
* Does he/she have the personal qualities and professional integrity that will represent the Association well in the transportation community?
* Can the nominee travel out-of-state as needed for Association business (such as travel sponsored by NLTAPA or FHWA-TPP)?

**How to nominate?**

Any LTAP/TTAP director or staff member is encouraged to submit their recommendations for prospective nominees. Prior to nominating someone, the committee requests that you contact prospective nominees and obtain permission to place their name(s) in for nomination and/or to submit name(s) to the Nominating Committee Chair. Although preferred, the consent of the individual is not required for a recommendation to the Committee. Individuals may also self-nominate. Please submit nominations on the included *Officer Nomination Form*. All nominations will be kept confidential.

The Nominating Committee will contact the proposed candidates, gather qualifications and information and inform them of the duties, obligations and responsibilities of the office. Prospective nominees will be given time to consider and agree to perform these duties, if selected. From those agreeing to serve, the Nominating Committee will review all information and will propose a slate of candidates to the Executive Committee for their endorsement. Once endorsed, one ballot of candidates for all open office positions, along with qualifications, will be sent electronically by the Association Secretary to all NLTAPA Member Centers. The ballot will also provide space for a write-in candidate.

We hope you will give this request for nominations careful consideration and suggest one or more qualified nominees to us by **March 14, 2014**. Please send all nominations directly to me at [groth020@umn.edu](mailto:groth020@umn.edu). We need your help to keep our Association productive and responsive to its members.

Sincerely,  
  
Jim Grothaus, Committee Chair (Past NLTAPA President)  
  
Committee Members:  
Renée Railsback, CO LTAP (Current NLTAPA President)

Valerie Pitts, KY LTAP (Host Chair for the 2014 Annual Conference)  
David Waldo, AK LTAP (FHWA TPP/LTAP Strategic Planning Committee)  
Jaime Carreon, FL LTAP (One At Large Member representing Center Operations/Management)   
Karla Sisco, Southern Plains TTAP (One At Large Member representing TTAP)

***Titles in () represent required committee membership based on the NLTAPA Constitution and Bylaws.***