

Duties of Regional Representatives

The process for election, terms of office and removal of regional representatives is addressed in the Association's Bylaws, Article 5 *Regional Representatives*. Duties of the regional representatives are summarized below.

Each regional representative is responsible for:

- Being an active participant on the EC;
- Chairing an NLTAPA work group if one is assigned;
- Being prepared to participate in meetings and conference calls (or designating a proxy in writing to the Secretary);
- Communicating with his or her region about NLTAPA business;
- Setting a regional meeting date that does not conflict with other LTAP-TTAP regional meetings or national meetings of partners, and informing the EC and FHWA program managers of the regional meeting date as soon as it is decided;
- Presenting an NLTAPA update at his or her regional meeting;
- Preparing regional highlights for the annual report to be submitted to the Communications Work Group by June 1; and
- Regularly updating his or her regional and work group pages on the NLTAPA.org website.

NOMINATION AND ELECTION PROCESS

Regional Representatives.

Region shall select an individual directly responsible for Center operations at one of its Active Member Centers to represent the Region on the NLTAPA EC. The process for selecting Regional Representatives shall be defined by each Region by mutual agreement. Regional Representatives shall serve on the EC for a term of three years, beginning and ending at the close of the annual summer business meeting of NLTAPA.