



NATIONAL LOCAL TECHNICAL ASSISTANCE PROGRAM ASSOCIATION

Summary of the NLTAPA Executive Committee Orientation Program

NLTAPA Executive Committee (EC) members need to be equipped with information necessary to understand and do their work on behalf of their region, the Association and the Program as a whole. The Orientation Program was designed to support this process.

The Orientation Program will serve to bring new EC members up to speed on the current activities of NLTAPA and clarify the expectations and responsibilities of an EC member. The program will also provide sufficient information about the goals and structure of NLTAPA in order to provide a context for the current activities of NLTAPA and provide support to the EC members' current work.

The region's outgoing EC member will sufficiently orient the new member to the history of their work and involvement with NLTAPA, including important information specific to the region (i.e. preferred method and level of communication, regional meeting dates, regional challenges, etc.), responsibilities as work group chair (if applicable) and duties for maintenance of the NLTAPA website.

In addition, each new EC member will be assigned a current EC member, or Past-President, as a mentor to review and supplement the materials in the Orientation Program and to answer any questions. The EC mentor will also coach the new EC member to get involved with current NLTAPA activities by helping to identify an appropriate work group/interest match.

The NLTAPA Operations Manual, FHWA Roles & Responsibilities document, and the History of NLTAPA are key resources required to be reviewed by all new EC members. When review of the orientation materials is complete, the new EC member should be up to speed on the current activities and history of NLTAPA, and understand the expectations and responsibilities of an EC member and the roles and responsibilities of our partner organizations. In addition, the new EC member should establish clear communication with their region and an appropriate level of involvement with NLTAPA goals and objectives. If any of these topics remain unclear, new EC members should contact their mentor or reach out to a current EC member with their questions.

The meetings and conference calls of the EC are open to all NLTAPA members and our partners. However, there can arise situations where matters of a highly personal or sensitive nature may need to be brought to the attention of the EC. When these situations arise, the President of NLTAPA will be made aware of the situation and the EC will be called into executive session. This session will be exclusively for the NLTAPA officers and EC members. Minutes will not be kept.

About NLTAPA

The National Local Technical Assistance Program Association (NLTAPA) is an independent, not for profit, organization comprised of all 58 LTAP and TTAP Centers in the US and its

territories. NLTAPA member Centers are represented by an Executive Committee (EC) composed of eight members, one from each of the geographical regions. EC members are elected by the Centers in their respective region and serve a term of three years. Details can be found in the NLTAPA Constitution and Bylaws and the Operations Manual.

Each member of the EC is an information conduit. They bring the concerns and ideas of their region to the EC and they distribute the plans, resources and policies of the EC to the centers of their regions. The EC also serves as the principle point of contact with FHWA TPP, working on issues of policy and program development. EC members serve as chairs or co-chairs of the NLTAPA work groups - Partnerships, Communications, Training Resources, Joint Safety and Joint Professional Development. If the EC member serves as a work group chair/co-chair, they are responsible for developing the work group's annual plan and budget to be included in the NLTAPA budget, which is presented to the membership at the January Winter Business Meeting. Because the needs and focus of NLTAPA change, the specific priorities of the work groups change with them. Rather than have a document describing the work group functions and priorities that would require updating, the work group members and purpose are updated annually as part of their budget submission. These documents can be found on the NLTAPA website. The EC member(s) will also be responsible for keeping the Executive Committee and the member Centers informed of work group activities and progress. The goal of this structure is to create a line of responsibility for activities and reporting within the EC and to provide a vehicle for increased Center involvement.

The roles of an EC member are relatively simple and are described below.

Serve Your Region. You are your region's voice at the table. To be effective in this role, communicate regularly with your region's Center staff and seek input on major issues. Communicate back to your region on a regular basis about the work and available resources of the EC and the Association.

Serve All the Centers. In all decision-making, communicate your region's perspective, but ensure your vote reflects what you discern to be the needs of all the member-Centers, not just your region.

Serve Your Fellow EC Members. The EC needs active, committed members, working together, with every member pulling his/her own weight.

Contribute.

- EC members are expected to attend a majority of EC meetings, Association meetings, and EC conference calls annually. If you cannot attend a meeting or conference call, designate someone from your region to attend in your place.
- Work groups and committees are the lifeblood of the Association. EC members are expected to serve on committees and to complete the work of their committees in a timely manner.
- Review and comment on reports and meeting minutes submitted to the EC.
- Prepare to participate in EC and Association business meetings.

Serve NLTAPA's Partners and Fellow LTAP/TTAP Stakeholders. Uphold strong and constructive relationships with these groups.

Be a leader. In your role as an EC member, you are the "face" of the Association. Represent the Association with professionalism, honesty and respect. Be proactive in your work to improve service to the Centers and to improve the LTAP/TTAP Program.

Each region will have unique needs but there are certain expectations for each region representative. They include, but are not limited to:

- 1) Encouraging the use of the Forums and/or maintaining an email list serve for regular communication with the states in their region, and updating current recipients on these lists;
- 2) Scheduling and developing the agenda for the annual Region meeting; and encouraging other regional meetings throughout the year when Centers may have the opportunity to meet during other events such as the LTAP/TTAP Conference and NLTAPA Winter Business Meeting at TRB;
- 3) Regularly updating the Region and/or Work Group's webpages on the NLTAPA.org website; and
- 4) Submitting a Regional and/or Work Group "Highlights" summary to NLTAPA to be included in the Annual Report distributed at the Summer Business Meeting.

Welcome Letter / Email to New EC Members

The following Welcome Letter can serve as a template for the NLTAPA President to send to new EC members.

Dear _____,

On behalf of the National Local Technical Assistance Program Association (NLTAPA), welcome to the Executive Committee (EC). We look forward to working with you to continue to strengthen NLTAPA and its service to the LTAP and TTAP Centers across the country and in Puerto Rico. This will be a great opportunity for you to enhance your involvement in transportation technical assistance. As we are all volunteers, your participation on the EC will demand a certain dedication of your time and effort outside of your normal duties.

The strength of the LTAP/TTAP program has been built on relationships, and that is a key component of the current strategic plan. The EC functions best when its members also build strong relationships and work as a team. We ask that you approach the job with a strong commitment to being an effective member of the team.

We are here to help you. Many of the questions you may have about the expectations of serving on the EC will be answered by reviewing the enclosed Orientation document. However, always feel free to contact any member of the EC to ask questions about issues that are not clear to you. Communication is vital.

We need to continue to forge stronger relationships with our Centers and all of our state and national partners in order to be more effective in serving the local transportation community. As you begin your term of service, always try to keep a broad focus not only on the needs of the LTAP/TTAP program, but also on the perspective of our partners. FHWA, NACE, AASHTO and APWA, just to name a few, all have expectations from us. Your support is needed to maintain and build these bonds whenever you have the opportunity.

The LTAP and TTAPs have faced many challenges in the past. There are many current challenges, and there will continue to be new hurdles in the future. A strong Executive Committee that selflessly works to promote the Program, solve problems, and share successes is needed now more than ever. You can contribute a great deal by being a strong link between your region and the national Association.

Once again, welcome and thank you in advance for your willingness to represent your region on the NLTAPA Executive Committee.

Sincerely,

NLTAPA President