

David Orr, President  
New York LTAP

Donna Shea, President-Elect  
Connecticut LTAP

Keith Knapp, Vice President  
Iowa LTAP



Victoria Beale, Treasurer  
Ohio LTAP

Tracy Coan, Secretary  
California LTAP

Dear NLTAPA Members;

On behalf of the NDLTAPA Nominating Committee, we invite you to submit your recommendations for individuals to serve as the 2019 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 2021.

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 Work Group 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 Program managers
- Ensuring the Association meets its responsibilities as stated in the constitution and 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 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 their past experience and performance with the LTAP/TTAP Program and/or NLTAPA Executive Committee?
- What is their record of attendance and participation at Association meetings?
- Do they have knowledge of the Association's purposes and programs?
- Can they work in harmony with the Executive Committee, FHWA and Association partners?
- Do they have special talents or skills that would especially qualify them for this office?
- Do they 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)?

## 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 submit their name(s) for nomination and/or to submit their name(s) to the Nominating Committee chairperson. 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 15, 2019. Please send all nominations directly to me at [denise.brown.1@ndsu.edu](mailto:denise.brown.1@ndsu.edu). We need your help to keep our Association productive and responsive to its members.

Sincerely,

Denise Brown, Committee Chair (Past NLTAPA President)

### Committee Members:

David Orr, NY LTAP (Current NLTAPA President)

Donna Shea, CT LTAP (Current NLTAPA President-Elect)

Lisa Harris, KS LTAP (NLTAPA Member)

Jim Nichols, NV LTAP (NLTAPA Member)