

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 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 14, 2014. Please send all nominations directly to me at 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)

David Waldo, AK LTAP (FHWA LTAP/TTAP 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.

SAMPLE NLTAPA LEADERSHIP NOMINATION FORM

Date:

Name of Nominee: Telephone:

Fax: Email:

LTAP/TTAP center: LTAP/TTAP Position Title:

Nominated by: _____

LTAP/TTAP Position and center: _____

Please provide a brief description of your nominee for NLTAPA leadership by answering the following questions.

- 1) What are the specific abilities or talents of the candidate that would especially qualify him or her to serve NLTAPA and promote the interests of the Association?
- 2) What is the candidate's experience and performance with LTAP/TTAP and NLTAPA?
- 3) Has the nominee participated in any regional or national level LTAP/TTAP activities?
- 4) How will the nominee's personal qualities and professional integrity allow the nominee to represent the Association in the transportation community?
- 5) Will the candidate be able to work in partnership with the Executive Committee, FHWA and Association partners? Please describe.
- 6) Will the nominee be willing and able to perform some out of state travel as required to represent the Association? NOTE: NLTAPA officers are often asked to represent NLTAPA or LTAP/TTAP at meetings of national groups at varied locations. This is in addition to the 4 regular NLTAPA related meetings per year and may average one trip per month.