



Dear Fellow FLPRITE Member:

Florida-Puerto Rico District ITE benefits greatly from the leadership and volunteer efforts of its members. Becoming an Officer of the FLPRITE Board is a significant responsibility.

This packet is intended to provide you with information that will help you in making your decision to place your name into consideration for being selected as a Florida-Puerto Rico District ITE (FLPRITE) Board candidate. We encourage you to read this material and contact any member of the current Board to discuss it. This year's deadline for submitting the paperwork to be considered in the candidate selection process is **June 23, 2023**. Deciding to run for office requires not only your own commitment, but also the support of your family and employer. If you believe you would like to submit your name, we encourage you to begin seeking this support sooner than later as it may take more time than you realize. Once you have it, you will then need to complete the required questionnaire, which is contained in this document. The submission shall be made electronically to the attention of the current FLPRITE Secretary by the above deadline, along with your résumé and a signed letter of your commitment to serve. Serving as a FLPRITE Board Officer is a most fulfilling professional and personal experience. I wish you the best in considering this opportunity and congratulate you for doing so.

Personal Growth and Value

Those serving in ITE leadership roles are exposed to unique and valuable learning experiences. Their participation in running a large organization, speaking to gatherings of ITE members and interacting with knowledgeable colleagues from around the world offers many opportunities to expand both their professional knowledge and professional network, hone their writing and speaking ability, and improve managerial and budgeting skills. As a result, they become a more valuable and productive employee.

ITE members who serve in high level leadership roles at ITE experience remarkable professional growth. They become even more valued employees and provide their employer with positive recognition among transportation professionals, other organizations, and potential clients. Most realize that supporting an employee who is eager to pursue a leadership position in ITE is truly a great investment by your firm or agency.

In short, serving is an incredible opportunity to boost your legacy among professional peers, clients, and friends.



Desired Qualities and Attributes For a Candidate and Officer of The FLPRITE District Board

The FLPRITE District Board consist of the following elected officers: President, Vice President & Program Chair, Treasurer & Membership Chair, Secretary & FLITE Editor, and FLPRITE District International Director. Also serving on the District Board are the immediate FLPRITE Past President and one Representative from each of the following five (5) Sections: Central-Northeast Florida, Greater Tampa, Panhandle, Puerto Rico, and South Florida.

Board member candidates should have the following desired qualities and attributes:

- a. Being a leader. Having held leadership roles at the chapter, section, district and/or other areas within ITE and/or having served on or as chair of FLPRITE-related committees and task forces is helpful, but it is not a prerequisite for becoming a FLPRITE Officer. It is, however, important that FLPRITE Officers have a vision for ITE and be capable of implementing it and other actions of the Board.
- b. Being a good public speaker. Board members are called upon to officiate/moderate and/or speak at several formal conferences each year where speeches, presentations, introductions, awards, etc. are conducted.
- c. Being capable of running Board meetings. Typically, there are three (3) formal Board meetings held each year. The first is the two-day FLPRITE Strategic Planning Session & Retreat (typically held in late January), the second at the Summer Meeting, and the third at the Annual Meeting in the fall. It is vital to use the valuable time of Board members and related volunteers productively.
- d. Having a working knowledge of budgeting. The Board approves and monitors the budget as presented by the Treasurer.
- e. Maintaining a current understanding of the needs of the membership and near/long term issues facing the FLPRITE District and its Sections. This is imperative because the Board sets the direction of FLPRITE.
- f. Being capable of prioritizing and working with the membership, other Board Officers, International ITE and its Board of Direction, and others to professionally and responsibly coordinate and work through issues to successful resolution within a reasonable timeframe and in the best interest of the membership and organization.

(Special Note: Based on history, there have been numerous very successful professionals serving as Board members who began their multi-year commitment without having extensive knowledge in the above areas. However, as they became more familiar with the operation of the District, they developed the qualities needed to become an asset to our organization. The message is, that if you have the genuine interest and potential to do well, you will do so.)



Time Commitment As a FLPRITE Board Officer

An ITE member of at least **Member grade** desiring to run for and serve on the FLPRITE Board must be willing to make a five-year commitment. The time involvement during this period varies. It is suggested that you talk with existing or past Board officers to learn more, but typically the Vice President year and the Presidential year are busiest.

If elected, you will serve your first two years as either Treasurer or Secretary. The Treasurer also serves as the Membership Chair and the Secretary also serves as the FLPRITE Newsletter Editor.

The third year of your commitment is Vice President, also serving as the Program Chair who is responsible for developing meeting programs, guiding, and leading the meeting Local Arrangements Committee, and supervising meeting budgets. This is typically your busiest year. Big Hint: Assembling your support team/committee early and staying ahead of schedule is the key to making the year quite manageable and enjoyable.

The fourth year serving as President involves planning for and leading all Board business/meetings, including monthly one-hour virtual meetings. Should the President not be able to attend, the show must go on, as the Vice president will represent the Board in the President's absence.

In the fifth year as Immediate Past President, you will assume the Chair of the Awards Committee, the liaison to the Associated Business Division (vendors), liaison to the FLPRITE Historian, and Chair of the FLPRITE Nomination Committee.

Sincerely,
FLPRITE Chair Nominating Committee

Catalina Echeverri