

CHARTER

I. INTRODUCTION

- A. **Name:** International Bridge Tunnel and Turnpike Association's Leadership Academy Alumni Association ("IBTTA LAAA" or "LAAA").
- B. **Purpose:** The purpose of this group is to foster professional growth, provide knowledge exchange, mentor future leaders, and leverage relationship networks to serve the tolling industry.
- C. **Membership:** All graduates of the IBTTA Leadership Academy become members of the alumni association.

II. MISSION STATEMENT

Our mission is to inspire, educate and develop the next generation of leaders, equipping them with knowledge, skills, and values to excel professionally, foster long-standing relationships, contribute positively and help fortify future generations of the tolling industry.

III. OBJECTIVES

A. IBTTA Mentor Program

One of the greatest outcomes of graduating from the Leadership Academy are the tremendously deep-rooted relationships built with fellow classmates and other alumni. Leadership Academy attendees and graduates represent the general senior leadership and management within the tolling industry. LAAA will leverage our members and professional networks to engage newer/younger professionals in tolling, and foster career development to help prepare the next generation of tolling professionals.

B. IBTTA Leadership Academy

In 2023, the Leadership Academy Alumni surpassed over 400 members, each with their own relative experiences attending Leadership Academy (LA) with fellow classmates. The LAAA will continue to support the Leadership Academy program through participating on the planning committee, advising coursework activities hold a current nexus to the tolling industry through engaging fellow alumni on industry trends, and participate during the week to help bring forth the next class of future leaders and alumni.

Through the LA Mentor Program, LAAA will help promote the Leadership Academy experience and encourage mentees to consider and apply to Leadership Academy and become the next generation of tolling industry leaders.

C. Continued Education and Leadership Development

To support IBTTA, its members, and the general tolling industry, LAAA will develop and offer skills advancement and knowledge exchange through a series of training sessions on tolling industry specific courses designed to improve and educate all IBTTA members and future leaders on the tolling industry. These new opportunities will highlight all knowledge areas serving the tolling industry. Training sessions can either be included as part of IBTTA Event programs or offered virtually. The goal is to offer training sessions throughout the calendar year and issued as either “101” classes for general knowledge or advanced coursework to help individuals grow either in a skill or leadership capacity. The LAAA may work with other groups such as the Council of Platinum Sponsors, the YPC, WIT, and Past Presidents when appropriate to create a shared purpose and inclusion.

D. Award and Award Committee

The LAAA Officers will annually solicit nominations for the Alumni of the Year Award. No later than July of each year, LAAA will advertise and notify all LAAA members to nominate one of their fellow alumni for the annual award. Nominations will be scored by the Award Committee and the winning nominee will be recognized during the LAAA Business Meeting at the IBTTA Annual Conference Event.

E. IBTTA Executive Committee and Board of Directors

Through involvement in various IBTTA Committees, Councils, Working Groups, Task Forces, and conference planning groups, LAAA will support the Executive Committee and Board of Directors through Association involvement and shaping our initiatives to help fulfil those goals and objectives each year.

IV. MEMBERSHIP

All graduates of the Leadership Academy become members of the LAAA. We encourage alumni to actively engage in the LAAA by serving on a committee or in a leadership role. The LAAA officers and members represents those Leadership Academy graduates who have committed to supporting the Leadership Academy through LAAA involvement, volunteerism, outreach, education, and leadership development within IBTTA.

Active LAAA participants may be assigned an ambassador role. As Ambassadors, they may be invited to the Leadership Academy event to promote Alumni Association initiatives.

V. LEADERSHIP STRUCTURE, RESPONSIBILITIES AND TERMS

A. Chair

The LAAA Chair is responsible for promoting the mission and vision of the LAAA, managing the objectives of the LAAA, reporting out ongoing activities and representing the LAAA to the IBTTA Executive Committee and Board as needed. The Chair is responsible for supporting the Vice Chairs and all volunteers where necessary to progress LAAA objectives and initiatives. Upon being elected, the Chair will work with the Immediate Past Chair to identify and assign any necessary roles needed within the LAAA structure as identified below.

B. Vice Chairs/Co-Vice Chairs

Vice Chairs will serve as the leads for each of the three areas identified in this section. The Vice will identify a Co-Vice Chair, if desired, to support their efforts and to serve in place of the Vice Chair when the Vice Chair cannot be present.

1. Vice Chair/Co-Vice Chair of Mentor Program

The Vice Chair of Mentor Program (“MP”) is responsible for overseeing the planning and programming of the Mentor Program. This will involve collaboration with leadership representatives from the Young Professionals Council (“YPC”), Women in Tolling (“WIT”) and other groups or councils interested in supporting the Mentor Program. The MP Vice Chair will oversee scheduling and event planning that creates touchpoints between mentors and mentees at IBTTA Meetings or Events and in accordance with Mentor Program Guidelines. The MP Vice Chair will report to the Chair any successes and lessons from the mentors and mentees as progress reports are requested. Refer to the Mentor Program Guidelines for more details on program operations.

2. Vice Chair/Co-Vice Chair of Leadership Academy Coordination, Membership, & Events

The Vice Chair of Leadership Academy Coordination, Membership & LAAA Events (“LME”) is responsible for maintaining a log of all Leadership Academy graduates and contact information. The LME is also responsible for identifying a Communications Lead that will maintain LAAA social media membership on platforms like LinkedIn and Facebook. The LME Vice Chair will issue communications to LAAA members encouraging active participation in LAAA events and objectives. For Leadership Academy, the LME Vice Chair will represent the LAAA in Leadership Academy planning activities with the IBTTA Foundation and academy planning group. The LME Vice Chair will liaison with LAAA members on opportunities where LAAA can actively participate during Leadership Academy week and promoting the objectives and initiatives of LAAA.

For LAAA Events, the LME Vice Chair is responsible for planning and developing events that coincide with IBTTA Meetings and Conferences for alumni gatherings. These events can coincide with Mentor Program touchpoints or in collaboration with YPC or WIT to further the initiative of relationship networking, sharing industry knowledge and engaging newer/younger professionals to connect senior leaders from LAAA for other development opportunities.

3. Vice Chair/Co-Vice Chair of Professional Development & Awards

The Vice Chair of Professional Development (“PDA”) is responsible for the planning and programming of continuing education and leadership development sessions offered to

all IBTTA Members. The PDA Vice Chair will assemble a team to help identify knowledge areas, curate information, and assemble thought leaders to present tolling industry topics to share with newer/younger professionals and upcoming leaders in our industry. The presentations can either coincide with IBTTA Meetings and Events or be delivered virtually for the participants. The PDA Vice Chair will be tasked for assembling a minimum of two presentations each calendar year.

The Vice Chair of PDA is responsible for driving the Distinguished Leadership Academy Alum of the Year Award, offered annually to one member of the LAAA. The PDA Vice Chair is responsible for coordinating with IBTTA personnel and other LAAA Leadership to review and refine award criteria, either based on feedback received from the LAAA community or other award committee members aimed at improving the award's offering. The PDA Vice Chair will review, revise (if necessary) and approve LAAA Alum Award communication and nomination documents and social media postings, choose 4-6 award committee members to help score nominations, coordinate with IBTTA Staff to define the award timeline and confirm award receipt with the intended winner and IBTTA staff, who will order the award presented at the IBTTA Annual Meeting.

In addition, the PDA Vice Chair will be responsible for capturing all minutes from any LAAA Officer/Business Meetings held.

C. Immediate Past Chair

Upon completing service as the LAAA Chair, this person will serve the following two calendar years as the Immediate Past Chair. The Immediate Past Chair is responsible for supporting the current Chair and Vice Chairs, representing LAAA at IBTTA events, promoting Leadership Academy and future applicants, and participating in IBTTA Executive Committee and Board Meetings with the Chair as needed to report on LAAA business.

The Immediate Past Chair is also responsible for overseeing the nominations and elections for the Chair. The Immediate Past Chair will also work with the Chair to appoint Vice Chairs, Leads, & Liaisons, as needed. The Immediate Past Chair will serve as Chair and lead LAAA Officer meetings where the current Chair is absent.

D. Leads and Liaisons

LAAA and similar organizations are only successful with active participation of members volunteering to take on tasks and initiatives that support the objectives of the mission. The Chair and Vice Chairs can identify and assign Leads and Liaisons where necessary to take on interim business tasks to progress LAAA mission, objectives, and initiatives. Tasks include but are not limited to:

- Communications and social media
- Coordination with IBTTA Groups and Councils
- Serving on LAAA committees
- Performing treasury or financial support efforts where needed
- Documenting LAAA meetings and decisions

- Other tasks identified by LAAA leadership during the calendar year

Leads and Liaisons are not voting members for leadership decisions, but their opinions and general council are important feedback to the Chair, Vice Chairs, and Immediate Past Chair.

E. LAAA Ambassadors

LAAA Ambassadors will serve in a support role, provide guidance when requested, help promote the Leadership Academy, LAAA, IBTTA and the tolling industry. Upon completing a term as Immediate Past Chair, all Past Chairs are recognized as LAAA Ambassadors and serve in perpetuity. When the Immediate Past Chair is not available to organize the collection of nominations for Chair, or to execute the voting process, a selected LAAA Ambassador will serve in this role.

F. Terms of Service (Calendar Years)

1. Immediate Past Chair serves a two-year term.
2. Chair serves a two-year term.
3. Vice Chairs serve a minimum one-year term. Vice Chairs must serve at least two years as a Vice Chair to be eligible for the Chair nomination. The two-year term requirement does not have to be reached in successive years.
4. Co-Vice Chairs will serve a minimum one-year term and will assume the Vice Chair role if the current Vice Chair only serves a one-year term.
5. Leads and Liaisons are volunteer members and are encouraged to serve and volunteer without limitations to the extent of their capabilities.

G. Nominations, Elections and Appointments

The Immediate Past Chair is responsible for receiving nominations for the Chair and developing the election for the final year of tenure of the Chair. The Immediate Past Chair shall solicit nominations and candidate acceptance by July of the election year. All nominations should be received no later than 2 months prior to the Annual Meeting. The Immediate Past Chair will announce the candidates through the LAAA Communication channels in coordination with the Communications Lead(s) and publish resumes for each candidate seeking the Chair role.

A general election will be conducted during the Annual LAAA Business meeting held concurrent with IBTTA Annual Meeting. The vote of Chair will be determined by a majority vote by members present at the Annual Business Meeting. The method of voting will be established at the LAAA Business meeting, and it may include digital voting, paper voting, or other means as determined by the Immediate Past Chair. If the Immediate Past Chair is not present for the vote, any LAAA Ambassador may serve as the lead for the voting process.

Volunteering is the driving principle behind LAAA to deliver on its objectives and continuously volunteering is critical for leadership succession. Therefore, the Chair and

Immediate Past Chair will leverage the alumni membership and nominate and appoint volunteers to serve in the Vice Chair positions and Leads/Liaisons roles by the start of the calendar year. Leads and Liaisons wishing to serve in a Vice Chair capacity can be nominated by membership or seek appointment by submitting interest to the Chair and Immediate Past Chair.

VI. Meetings

The purpose of LAAA Officer meetings is to discuss formal agenda business and decisions. They should be held quarterly throughout the calendar year. The Chair is responsible for setting the agenda through input from Vice Chairs, Immediate Past Chair, Leads and Liaisons and all volunteers necessary to progress LAAA Objectives. Meetings and Officer votes will follow Robert's Rules of Order, current edition to the IBTTA calendar year. Meeting minutes are taken by the Vice Chair of Professional Development and distributed preceding the next meeting for review and approval.

LAAA meetings for objectives, events or other areas of need will be held on an as needed basis and as frequent as necessary to support the specific initiative. Scheduling and determination of the general meetings agenda will be the responsibility of the leading entity be it the Chair, Immediate Past Chair, a Vice Chair, a Lead/Liaison or other volunteer.

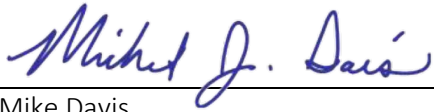
An Annual Business Meeting will be held at the IBTTA Annual Meeting. The purpose of the Annual Business Meeting is to discuss key topics as identified by the Chair, review of the Charter as necessary, and coordinate with IBTTA staff, the IBTTA Board of Directors, and other stakeholders as appropriate. This will also be the time for all members to vote for a new Chair as that year comes up.

VII. Charter Review and Updates

The LAAA Officers will review this charter each July, make updates (as needed), and will report any proposed changes to the LAAA membership for review and adoption at the Annual Meeting. After the Annual Meeting, any additional changes needed per input from the LAAA members will be included in the Charter and then a final version will be sent to IBTTA for acknowledgement prior to the next calendar year. This amended charter was written by the 2024/2025 LAAA Leadership (Chair, Vice Chairs, and Leads/Liaisons) and approved on November 25, 2024, to begin with the 2025 calendar year.

VIII. Signatories

2024/2025 LAAA Officers



Mike Davis
RS&H
Chair

Alan R. Williamson, Jr.

Alan Williamson
Pennsylvania Turnpike Commission
Immediate Past Chair

Chelsea Scheid Mason

Chelsea Scheid-Mason
HDR
Vice Chair – Mentorship Program

Tyler Milligan

Tyler Milligan
Milligan Partners
Vice Chair – Leadership Academy,
Membership, & Events

Mark Hicks

Mark Hicks
RS&H
Vice Chair – Professional Development &
Awards

Signature: 
Alan R. Williamson, Jr. (Nov 26, 2024 09:51 EST)

Email: alwillia@paturndpike.com

Signature: 
Chelsea Scheid Mason (Nov 26, 2024 09:54 EST)

Email: chelsea.mason@hdrinc.com

Signature: 
Email: tyler@milliganpartners.com

Signature: 
Email: mark.hicks@rsandh.com












LAAA_Charter 2025 Final

Final Audit Report

2024-11-27


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