

Laboratory Leaders of Today Alumni Action-Centric Team (ACT) Charter

Purpose & Objectives

The LLOTA Action-Centric Team (ACT) is a dynamic group within the Laboratory Leaders of Today Alumni (LLOTA) that brings together graduates of APHL's Laboratory Leaders of Today (LLOT) program.

As a driving force behind LLOTA's priorities and initiatives, LLOTA ACT bridges the aspirations of the broader network with impactful action. By fostering collaboration and championing solutions, the team advances leadership development, provides expertise in laboratory management and technology, and addresses domestic and global public health challenges. Through its efforts, LLOTA ACT plays a vital role in transforming public health laboratory science and strengthening the future of the field.

LLOTA ACT's key initiatives include:

- Organizing forums on critical and emerging topics in public health laboratory leadership and management
- Coordinating quarterly LLOTA meetings to facilitate knowledge-sharing and networking

Team Members

LLOTA ACT has 6-8 members each year who represent a variety of labs (state, local, environmental/agricultural). An exception is the number of representatives may expand when the current, incoming, or past chairs opts for co-chairs as opposed to having one individual serve in that role.

2025-2026 LLOTA ACT members include:

1. Current Chair
2. Incoming Chair
3. Member-at-large (Local Lab)
4. Member-at-large (State Lab)
5. Member-at-large (Environmental or Agricultural Lab)
6. Member-at-large (Recently Graduated LLOTA Cohort 2 Representative)

Terms and Expectations

- All LLOTA ACT members will be selected based on an unbiased nomination and selection process. Self-nominations may be accepted for all positions listed above. When someone is nominated by another LLOTA member instead of by themselves, they must accept the nomination to be considered for the position.

- All member positions are voluntary, and candidates must be a LLOT graduate from any cohort.
- At least one Member-at-Large position is reserved for the upcoming LLOT graduating cohort, and all upcoming LLOT graduates are eligible for nomination and election. The upcoming graduating cohort will elect one Member-at-Large, while the full LLOTA membership may select additional upcoming graduates from the same cohort to fill other Member-at-Large positions.
- Members-at-Large will serve for one year and may serve up to three consecutive terms.
- All LLOTA members are eligible to serve on LLOTA ACT (even if they have served previously); however, selection preference will be given to individuals who have not served before.
- The Current Chair position has a one-year term limitation. Previous Chairs may be selected for the Current Chair role after not serving in that role for two years. They may serve in a Member-at-Large role at any time.
- All LLOTA ACT members must work closely with APHL, LLOTA and LLOT cohort members and support APHL initiatives and activities.
- In the event a member is unable to continue their service, the Current Chair may use the list of previously nominated candidates to fill the vacant role or choose to seek new nominations.
- If the Current Chair cannot continue in the role, the Incoming Chair will assume the role of the Current Chair, calling for additional nominations for the Incoming Chair position they are vacating.
- Each year, APHL will hold a selection process for members to serve the next term. In extraneous circumstances, APHL may decide to extend LLOTA ACT terms in lieu of having a selection process for different members.

Role of the LLOTA ACT Current Chair

Leadership

- Lead and execute LLOTA ACT initiatives
- Advocate for LLOTA's initiatives, ensuring alignment with APHL priorities and facilitating clear communication with LLOTA members and LLOTA ACT

Engagement and Collaboration

- Foster engagement, collaboration and communication within LLOTA and LLOTA ACT
- Lead outreach efforts and engage with LLOTA members on the CoLABorate Community site
- Oversee and promote a project management tool provided by APHL to facilitate collaboration, task management, and ongoing discussions
- Manage shared documents within the LLOTA ACT project management tool to ensure smooth workflow and effective collaboration

Meeting Coordination

- Collaborate with APHL to develop agendas for LLOTA ACT Monthly Meetings and all-member LLOTA Quarterly Meetings
- Facilitate LLOTA ACT Monthly Meetings and all-member LLOTA Quarterly Meetings

Support

- Lead LLOTA ACT's proposal work for APHL Annual Conference initiatives (e.g., preconference workshop, alumni networking event, presentations, roundtables, Member Experience Booth Activity, poster presentations)
- Lead LLOTA ACT activities during the APHL Annual Conference

Accountability, Ethical Standards and APHL Values

- Ensure accountability and uphold ethical standards and APHL values in all APHL activities

Role of the LLOTA ACT Members

Engagement and Collaboration

- Contribute insights to help shape LLOTA priorities and initiatives
- Advocate for LLOTA, encouraging input to enhance decision-making and diversity within LLOTA
- Collaborate with the Current Chair in recruiting volunteers and engaging members in LLOTA activities
- Support APHL's mission by promoting collaboration and driving member growth
- Assist in attracting new cohort members from state and local public health laboratories to expand participation

Meeting Participation and Assistance

- Attend and actively participate in LLOTA ACT Monthly Meetings, LLOTA Quarterly Meetings, and other key activities
- Support the Current Chair in organizing meetings and assist in strategic planning for marketing and advocacy for workforce development and other APHL initiatives

Support

- Contribute leadership ideas and expertise, collaborating on initiatives such as the Annual Conference
- Participate in coaching and other leadership activities while supporting APHL teams
- Develop and submit proposals for APHL Annual Conference initiatives (e.g., workshops, alumni events, presentations, roundtables, Member Experience Booth Activity, poster presentations)
- Support LLOTA ACT activities during the APHL Annual Conference

Feedback and Community Engagement

- Provide feedback on how LLOTA can better support laboratories and members
- Foster engagement on the LLOTA CoLABorate site
- Highlight LLOTA members' contributions to the Public Health Laboratory system and encourage a "pay it forward" attitude

Accountability, Ethical Standards and APHL Values

- Ensure accountability and uphold ethical standards in all APHL activities

Role of APHL Staff Members

Coordination and Assistance

- Draft and send the LLOTA ACT Monthly Meeting agendas to the LLOTA ACT Current Chair for review and approval
- Serve as the official notetaker during LLOTA ACT meetings, ensuring key takeaways, action items, and decisions are documented
- Post and organize meeting agendas and notes on the LLOT CoLABorate Community site to ensure easy access and transparency for all members
- Administer the LLOTA ACT project management tool, ensuring all members have access to essential documents, tools, and communication features
- Collaborate with LLOTA ACT members to help in achieving team goals and activities
- Provide logistical assistance for LLOTA Quarterly Meetings and APHL Annual Conference activities

Accountability, Ethical Standards and APHL Values

- Ensure accountability and uphold ethical standards in all APHL activities

Key Activities & Cadence

- LLOTA ACT Meetings
(Monthly | Virtual)
- All-Member LLOTA Meetings
(Quarterly | Virtual)
- APHL Annual Conference Activities, including, but not limited to, workshops, alum events, presentations, roundtables, Member Experience Booth Activities, and poster presentations
(Annually | In-person)

Resources

- LLOTA ACT project management tool: a place where the LLOTA ACT can access and collaborate on meeting agendas, minutes, written updates, and project documents.
- LLOT CoLABorate Community: a place to connect with fellow LLOT members and review resources, minutes, newsletters, and photos
 - Link to LLOT CoLABorate: <https://collaborate.aphl.org/>

Charter Review and Updates

The LLOTA ACT Charter will be reviewed annually by both APHL and LLOTA ACT. This review process ensures that the Charter remains aligned with APHL's evolving priorities and the needs of the LLOTA ACT. Any necessary updates or revisions will be discussed, and changes will be made collaboratively to maintain clarity, relevance, and effectiveness in supporting LLOTA ACT's goals and activities.