

LNC Members and Alternates,

I am writing regarding the vacancy in the position of LNC Secretary to confirm that I am a candidate for that position, and I ask for your support.

There are positions on the LNC where a member can be a bump on a log. The Secretary position is not one of them, and this LNC has experienced how important it is for the Secretary's job to be done well.

The LNC has already lost too much valuable time being hamstrung by administrative problems. You now need a Secretary that you know will get the job done so that the LNC can focus on its own job for the rest of the term.

I am a known quantity when it comes to performing in this position. You don't have to guess whether or not you think I can do the job. I need no time to get up to speed and figure the job out.

There is a large backlog of Secretarial work. I know that the pro tem Secretary will make as much progress as he can on this problem. If I am elected Secretary, I will commit to finishing whatever is left in as short a time frame as is feasible.

My track record from performance as Secretary last term speaks for itself.

- As LNC Secretary last term, I submitted draft minutes and updated drafts on time. For the minutes I produced last term, my average time for submitting the first draft was 3.4 days. My submission average drops to 2.9 days if you ignore the anomaly when I contracted a very nasty case of viral pneumonia (and hives from an allergic reaction to the virus itself) during an LNC meeting trip. It took me 13 days to submit draft minutes under those dire conditions.
- Though I am human and will make mistakes at times, for me high accuracy is the rule, rather than the exception. In processing the 45 mail ballots from last term, with up to 7 motions simultaneously at times, I believe I only overlooked 2 individual votes out of close to 700 total email votes cast. I promptly issued corrected results when the problems were pointed out.
- Because of my reliability in producing timely and accurate minutes, the LNC last term was able to significantly shorten the process for auto-approving minutes so that they could be made available to the membership sooner.
- As LNC Secretary, I communicated with the LNC about the status of my job. I gave advance warning when I expected to be unavailable for a period of time that could interfere with my job. I cleared up questions about how to count people's votes before the end of the voting period so there was no reasonable doubt left. Approved minutes were promptly posted to the website.

In addition to the duties inherent to the office of Secretary, last term I served on several committees that also required non-trivial amounts of work. I served on the APRC and the Convention Oversight Committee. At the request of the LNC, I constructed an archive of our affiliates' bylaws. When the LNC felt it needed more information about real estate options for our national headquarters, I spent a week in the D.C. area on a property search and was able to bring back to the LNC some viable alternatives. Following the 2012 convention, I continued to work as needed with Bob Johnston and others to see that ballot access paperwork was submitted on time for our Presidential ticket.

I'm a hard worker who gets the job done even under time constraints and difficult circumstances.

I'm a Life Member of the LP and have served in a large number of local, state, and national party positions giving me a broad-spectrum perspective of the inner workings of the party.

I am a Professional Registered Parliamentarian, and I actively use my certification doing paid contract work for non-LP clients.

I have a B.S. degree in Computer Science and an MBA degree, have worked as a computer programmer and tech support in a corporate IT department, and have run a successful small business.

Years ago, I created membership data management software for state affiliates to help them make use of the monthly data dumps they receive from the national party. I have provided this software free-of-charge to 16 affiliates over the years. It may have been this that led Chuck Moulton to appoint me to the LNC's IT Committee in 2007.

I have the organizational and technical skills that the job demands. I received great job reviews from the last time I served in this position. I am well aware that this job requires a substantial time commitment, and I'm ready to put my skills to use and serve the LNC again in this capacity.

Thank you for your consideration,

Alicia Mattson