



## 2013 Membership Candidate Application and Instructions

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The National Child Passenger Safety Board is a collaborative voice providing guidance for the safe transportation of children and ensuring the integrity of the child passenger safety training and certification program. The Board works collaboratively with the National Highway Traffic Safety Administration (NHTSA), who has the ultimate authority over the curriculum, and with the Safe Kids Worldwide (SKW) CPS Certification Program, who has ultimate authority over the certification and re-certification processes. The Board channels insight from their representative organizations to NHTSA and the SKW Certification Program.

### Board Membership

The Board consists of up to 22 members — 10 who are appointed by their organization and 11 to 12 who are selected through the open application process. It is not necessary to be a certified technician to be a member of the Board. Members who are selected via the open application process are appointed to three-year terms starting the following January. Appointed members serve terms that are determined by their organization.

### Open Positions for 2013

#### APPOINTMENT PROCESS

There are no open appointed positions for 2013.

#### OPEN APPLICATION PROCESS

The following positions are open for the 2013 application process.

| POSITION AND REQUIREMENTS   | POSITIONS OPEN | TERM ENDS |
|---|----------------|-----------|
| <b>At Large</b> - Candidate may apply as a representative of their organization or as an individual involved in child passenger safety. | 1              | 12/31/16  |
| <b>Diversity</b> - Candidate must be a representative of an organization that serves diverse populations.                               | 1              | 12/31/16  |
| <b>Injury Prevention/Health Care</b> – Candidate must be a nurse or health care professional.   | 1              | 12/31/16  |
| <b>Public Safety Fire/EMS</b> – Candidate must be a fire or EMS professional.   | 1              | 12/31/16  |

### Roles and Responsibilities of National CPS Board Members:

As a Board member you are required to:

- Participate in up to three, three-day in person meetings per year.
- Participate in bi-monthly conference calls.
- Serve on the Curriculum Committee.
- Serve on at least two additional committees.
- Work on committee and other Board activities between meetings.

The total time commitment varies depending upon position on the Board and committee assignments. For more specific information, contact Amy Heinzen at [amy.heinzen@nsc.org](mailto:amy.heinzen@nsc.org).



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As Board membership is voluntary, there is no compensation and members' organizations are responsible for their own travel expenses. Limited travel support is available for the Child Passenger Safety Advocate and At Large positions if the individual candidate is not supported by a sponsoring organization.

Selected applicants will begin their Board service with the first Board meeting of 2014. A preliminary board schedule has been set for 2014. Two in-person board meetings are tentatively scheduled: January 14-16, 2014 (Tampa, FL) and July 15-17, 2014 (New Orleans, LA). The remaining board meetings are conference calls, tentatively scheduled on the 3<sup>rd</sup> Tuesday of odd-numbered months for 1 hour at 2:00 pm Eastern Time.

### Application Timeline for 2013

|                    |   |
|--------------------|---|
| April 2013         | The Call for Board Applications is posted on the CPS website in April 2013.         |
| June 21, 2013      | The Call for Board Applications closes on Friday, June 21, 2013, 5:00 pm PDT.       |
| July – August 2013 | Membership committee reviews applications and conducts interviews in July – August. |
| September 2013     | Board appoints prospective board members at September meeting.                      |
| October 2013       | Applicants are notified of the status of their board application.                   |

### Instructions for completing and submitting a Board Application:

1. **The completed original application and a copy of your resume must be received by 5:00 p.m. PDT, June 21, 2013.**
2. If you are representing an organization, the organization's Executive Director, Chief Executive Officer or a representative who has the authority to approve your time and travel expenses, must sign the application. ***SIGNATURES ON THE APPLICATION MUST BE IN BLUE INK.***
3. Applicants are encouraged to apply for more than one position, if appropriate. If you are applying for more than one position, one Application Form will be used to apply for all applicable positions. ***Please note: Although multiple positions can be applied for, selected candidates would represent one category only.***
4. You must complete all pages of the Application Form. **Incomplete applications will not be considered.**



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**THE FOLLOWING MEMBERS ARE APPOINTED TO THE BOARD BY THEIR ORGANIZATION OR ALLIANCE. THESE POSITIONS ARE NOT FILLED BY AN OPEN APPLICATION PROCESS.**

**American Academy of Pediatrics** - Candidate must be an individual who represents the American Academy of Pediatrics. (One position)

**American Automobile Association** - Candidate must be an AAA employee. (One position)

**Certifying Body** - Candidate must be an employee of the Certifying Body and directly involved with certification as it relates to the National CPS Training Program. (One non-voting position)

**Child Restraint Manufacturer** - Candidate must represent child restraint manufacturers such as appointment by JPMA. (One position)

**National Safety Council** - Candidate must be a staff member designated by the National Safety Council to be the Board Secretariat. (One non-voting position)

**NHTSA Regions** - Candidate must be an employee of one of the ten NHTSA Regional offices working with occupant protection/child passenger safety. (One non-voting position)

**NHTSA Headquarters** - Candidate must be involved in occupant protection/child passenger safety programs. (One non-voting position)

**National Association of Governor's Highway Safety Representatives** - Candidate must be a member of the Governor's Highway Safety Association. (One position)

**SAFE KIDS Worldwide** - Candidate must be a staff member of Safe Kids Worldwide. (One position)

**Vehicle Manufacturer** - Candidate must be an individual who represents both the Alliance of Automobile Manufacturers and the Global Automakers.

**THE FOLLOWING MEMBERS ARE FILLED BY AN OPEN APPLICATION PROCESS**

**At Large** - Candidate may apply as a representative of their organization or as an individual involved in child passenger safety. (Two positions, one open position in 2013)

**Child Passenger Safety Advocate** - Candidate must be an individual representing the cps community. Candidate will serve on the board as an individual - not representing his/her employer. (Two positions)

**Injury Prevention - Public Health** - Candidate must be involved with coordinating injury prevention programs within the public health community. (One position)

**Injury Prevention – Nursing or Healthcare Professional** - Candidate must be a nurse or healthcare professional. (One position, open in 2013)

**Injury Prevention** - Candidate must be involved in coordinating injury prevention programs. (One position)

**Diversity** - Candidate must be a representative of an organization that serves diverse populations. (Two positions, one open position in 2013)

**Public Safety - Law Enforcement** - Candidate must be a law enforcement professional. (One position)

**Public Safety – Fire/EMS** - Candidate must be a fire or EMS professional. (One position, open in 2013)