



## 2012 Membership Application Information and Instructions

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 — some who are appointed by their respective organizations or industry associations and some who are selected through the open application process. Refer to page 3 for a list of positions and qualifications. It is not necessary to be a certified technician to be a member of the Board, but non-certification may limit participation on certain committees such as the curriculum committee. Appointments are three-year terms.

### Open Positions for the 2012 Membership Application Process

#### *Term-Limited Appointed Positions*

There are no open term-limited appointed positions with terms beginning January 2013.

#### *Open Application Process Positions*

The following positions are open for the 2012 application process with terms beginning January 2013:

POSITION AND REQUIREMENTS	POSITIONS OPEN	TERM ENDS
<b>Child Passenger Safety Advocate</b> - Candidate must be an individual representing the CPS community. Candidate will serve on the board as an individual - not representing his/her employer.	1	12/31/15
<b>At Large</b> - Candidate may apply as either representing an organization or as an individual involved in child passenger safety.	1	12/31/15
<b>Diversity</b> - Candidate must be a representative of an organization that serves diverse populations.	1	12/31/15

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

As a Board member you are required to:

- Participate in up to three, two-day meetings per year.
- Serve on more than one committee.
- 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 Tess Benham at (630) 775-2159 or [tess.benham@nsc.org](mailto:tess.benham@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 position if the individual candidate is not supported by a sponsoring organization.

### Application Timeline for 2012

- March 29, 2012 ..... Call for Board Member Applications is posted on the cpsboard.org website.
- June 27, 2012 ..... Call for Board Applications closes on June 27, 2012, 5:00 pm PDT.
- July – August 2012 ... Membership committee reviews applications and conducts interviews.
- September 2012..... Board appoints prospective board members at September meeting.
- October 2012 ..... Applicants are notified of the status of their board application.
- January 2013 ..... Selected applicants will begin their Board service with the first Board meeting of 2013, scheduled for January 15-17 in San Francisco, CA.

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

1. **The completed application and a copy of your resume must be received by 5:00 p.m. PDT, June 27, 2012. Applications must be emailed to [applications@cpsboard.org](mailto:applications@cpsboard.org).**
  - a. Applications should be completed, printed, signed as required, then scanned to create a PDF file that can then be submitted as an email attachment.
  - b. Resumes can be submitted as a Word or Word compatible document, RTF file, or as a PDF file. Resumes should be included as an attachment in the same email as the application.
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.
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 questions of the Application Form, obtain your CEO/Executive Director's signature (unless applying as an individual), and include your resume for your application to be considered complete. Additional documentation will not be reviewed. **Incomplete applications will NOT be considered.**



## National CPS Board Membership Positions

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

**Permanent Appointed** (appointed to the Board by their respective organizations):

- **American Academy of Pediatrics** - Must be an individual who represents the American Academy of Pediatrics. (One position)
- **AAA** - Must be an AAA employee. (One position)
- **Governor's Highway Safety Association** - Must be a member of the Governor's Highway Safety Association. (One position)
- **Safe Kids Worldwide** - Must be a staff member of the National Safe Kids Campaign. (One position)
- **National Safety Council** - Must be a staff member designated by the National Safety Council to be the Board Secretariat. (One non-voting position)
- **Certifying Body** - Must be an employee of the Certifying Body (currently the Safe Kids CPS Certification Program) and directly involved with certification as it relates to the National CPS Training Program. (One non-voting position)
- **NHTSA Regions** - 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)

**Term-Limited Appointed** (appointed by their respective industry associations for three year terms):

- **Child Restraint Manufacturer** - Candidate must represent child restraint manufacturers such as appointment by JPMA. (One position)
- **Vehicle Manufacturer** - Candidate must be an individual who represents a group of national automobile manufacturers. (One position)

**THE FOLLOWING MEMBERSHIP POSITIONS ARE FILLED BY AN OPEN APPLICATION PROCESS**

- **At Large** - Candidate may apply as either representing an organization or as an individual involved in child passenger safety. (Two positions)
- **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)
- **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)
- **Public Safety/Law Enforcement** - Candidate must be a law enforcement professional. (One position)
- **Public Safety/Fire/EMS** - Candidate must be a fire or emergency medical services professional. (One position)