



2014 Membership Candidate Application and Instructions

Please read through the entire application and instructions BEFORE completing the online application

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 however, the CPS Advocate and At Large positions DO require that the applicant be a certified Child Passenger Safety Technician or Instructor. 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 2014

APPOINTMENT PROCESS

Vehicle Manufacturer

OPEN APPLICATION PROCESS

The following positions are open for the 2014 application process. If, however, the individual who currently holds any one of these positions should be elected as Vice Chair, the position will be closed.

| Position and Requirements | Positions Open | Term Ends |
|---|----------------|-----------|
| <input type="checkbox"/> CPS Advocate- Candidate must be a CPS Technician or Instructor representing the CPS community. Candidate will serve on the Board as an individual- not representing his/her employer. | 1 | 12/31/17 |
| <input type="checkbox"/> Injury Prevention- Public Health- Candidate must be involved in coordinating injury prevention programs within the public health community. Candidate should have a background in public health or work for a public health entity. | 1 | 12/31/17 |
| <input type="checkbox"/> Public Safety- Law Enforcement- Candidate must be an active or retired Law Enforcement professional. | 1 | 12/31/17 |



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Roles and Responsibilities of National CPS Board Members:

As a Board member you are required to:

- Participate in two 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.

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 in person Board meeting of 2015. Two in-person board meetings are scheduled in January and July. Meeting locations are agreed upon by the Board and every attempt is made to secure a location and keep travel expenses to a minimum. In the past, the in person Board meetings have been held in Atlanta, GA, Chicago, IL, and Ft. Myers, FL. The remaining board meetings are conference calls, tentatively scheduled on the 3rd Tuesday of odd-numbered months for 1 hour at 2:00 pm Eastern Time.

Application Timeline for 2014

| | |
|--------------------|---|
| April 2014 | The Call for Board Applications is posted on the CPS website in April 2014. |
| June 13, 2014 | The Call for Board Applications closes on Friday, June 13, 2014, 5:00 pm. PDT |
| July – August 2014 | Membership committee reviews applications and conducts interviews in July – August. |
| September 2014 | Board appoints prospective board members at September meeting. |
| October 2014 | Applicants are notified of the status of their board application. |
| January 2015 | New member orientation conference call |



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Instructions for completing and submitting a Board Application:

1. The completed original on line application and a copy of your resume must be received by 5:00 p.m. PDT, June 13, 2014 Paper applications will not be accepted. Please contact Jennifer Booge at buckleupforlife@gmail.com if you have any question.
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.**

Committees

The Board has the following standing and ad hoc committees:

Standing

Executive
Certification/Re-Certification
Curriculum
Membership
Communications
Quality Assurance
Diversity

Ad Hoc

Curriculum Resources

Description of Committees

Executive Committee

The Executive Committee includes the Board Chairperson, Board Vice-Chairperson, Immediate Past Chairperson, NHTSA Headquarters representative and Certification Program representative. The committee meets by conference call about two weeks before regularly scheduled board meetings to plan the meeting agenda. It approves the Board meeting attendance of guests and former Board members, whose terms have expired. The committee reviews the content of the Tech Update and new member orientation materials.

Certification/Recertification Committee

- Develops activities and programs to promote certification and recertification (e.g., the annual awards recognition program).
- Serves as a resource to the Certification Program to provide feedback and guidance on the policies and procedures related to certifying/re-certifying Technicians and Technician Instructors, Instructor Candidacy and Technician Proxy.
- Works with the Certification Program to process any appeals relating to certification/recertification.



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Curriculum

The Curriculum Committee:

- Organizes and updates the content and structure of the National Child Passenger Safety Training Course.
- Updates and maintains the Certification Renewal Course.
- Ensures buy in for curriculum changes including the creation of ad hoc curriculum subcommittees with membership from outside the Board.

Membership

Chaired by the Vice-Chairperson, the Membership Committee:

- Maintains the quality and integrity of the Board membership process including but not limited to review of the application forms, application scoring and development of scoring criteria and the conducting of candidate reference checks and interviews.
- Recommends prospective applicants for vote of the full Board.
- Identifies and recommends additional organizations to participate on the Board in an effort to ensure inclusiveness and diversity.

Communications

Chaired by the Secretariat, the Communications Committee:

- Makes recommendations to the full Board regarding communications to technicians, instructors and general public.
- Facilitates the implementation of all communications and public relations on behalf of Board.
- Oversees the CPS Board website, listserv and social media accounts.

Quality Assurance

The Quality Assurance Committee, which includes a representative from NHTSA and the SKW Certification Program:

- Reviews the policies and procedures of the National Child Passenger Safety Certification Training and certification/re-certification program and the bylaws and operating procedures of the Board to identify gaps within these documents and makes recommendations.
- Assesses the needs of CPS professionals and develops resources to maintain the quality of the curriculum and certification training program.
- Works to maintain the quality and consistency of the entire program.

Diversity Committee

- Provides assistance and continuous support of the development of plans, strategies and initiatives to encourage increased emphasis on diversity issues in the field of child passenger safety.
- Assess existing needs and develop opportunities to include diversity issues through the promotion of innovative and effective best practices and resources in child passenger safety.

Curriculum Resource Ad-Hoc Committee

Ad hoc committees and special committees needed to address the initiatives of the Board may be formed or dissolved as deemed necessary by the Board.

- Develops and updates resources related to the curriculum.
- Regularly updates and maintains the curriculum appendix located on the Board website.



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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 with experience in CPS educational training and outreach. Specific work with special needs transportation is also desired. (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. (One position)

The Following Members Are Filled By An Open Application Process

- At Large** - Candidate will serve as an individual involved in child passenger safety, but may be supported by an agency. (Two positions)
- CPS Advocate**- Candidate must be a CPS Technician or Instructor representing the CPS community. Candidate will serve on the Board as an individual- not representing his/her employer. (Two positions, one position open in 2015)
- Injury Prevention- Public Health**- Candidate must be involved in coordinating injury prevention programs within the public health community. Candidate should have a background in public health or work for a public health entity. (one position, available in 2015)
- Injury Prevention – Nursing or Healthcare Professional** - Candidate must be an active or retired nurse or healthcare professional. (One position)
- Injury Prevention** - Candidate must be involved in coordinating a broad spectrum injury prevention programs, including but not limited to, CPS or traffic safety. (One position)
- Diversity** - Candidate must be a representative of an organization that serves diverse populations. Candidate must have experience in working with hard-to-reach/at-risk populations including culturally/ethnically diverse groups in the field of child passenger. (Two positions)
- Public Safety - Law Enforcement** - Candidate must be an active or retired law enforcement professional. (One position, available in 2015)
- Public Safety – Fire/EMS** - Candidate must be an active or retired fire or EMS professional. (One position)