

## North Carolina Child Passenger Safety Training Committee Membership Candidate Application and Instructions

Revised: July 8, 2009

The NC Child Passenger Safety (CPS) Training Committee serves to develop and implement policies and procedures to be followed by agencies, programs, or individuals conducting CPS training programs sponsored in whole or in part by the State of North Carolina. These policies and procedures are to enable North Carolina to maintain the highest possible quality of child passenger safety programming.

### Committee Membership

The Committee is composed of three (3) permanent agency representatives, and up to eighteen (18) nonpermanent agency representatives from the following categories: Law Enforcement, Fire Service, Emergency Medical Services, Public Health/Hospital, Special Populations, and Advocates. The majority of non-permanent members are selected through an open application process using the following application.

Members of the Executive Committee, representing the Governor's Highway Safety Program, the Department of Insurance Office of State Fire Marshal, and the UNC Highway Safety Research Center are appointed to the Committee by their organizations and are not subject to the open application process. The Executive Committee may reserve a portion of non-permanent slots to be filled by representatives appointed by agencies or programs that play a prominent role in CPS training, education, and/or enforcement programs in North Carolina.

### Roles and Responsibilities

- Terms for open positions begin October 1, 2009.
- Membership on the Committee is for three (3) years. Terms of membership are staggered so that the entire Committee is not replaced at one time. In the event of an unplanned vacancy of a rotating Committee position with more than one year remaining on the member's term, a replacement may be selected from the most current list of applicants to fill the position for the remainder of the term of the original Committee member. Vacancies occurring within one year of the expiration of the member's term may be filled in the next call for applications.
- Committee positions are not paid positions, but funds to cover allowable travel expenses are available.
- The total time commitment depends upon the work of the total Committee and any work assignments, but Members are required to participate in 9 of the 11 regularly scheduled meetings (with some being held via conference call) per year of the Committee and are strongly urged to participate in any additional called meetings.
- Members are expected to work on subcommittees and other Committee activities between meetings, as needed. Members are also expected to work on planning, organizing, and conducting the annual NC CPS Conference.
- Members are asked to serve as monitors for national certification and other CPS classes, held in their geographic region, as able.

- Refer to “NC Child Passenger Safety Training Committee Membership Guidelines” (found on [buckleupnc.org](http://buckleupnc.org)) for additional information about the Training Committee.

### **Completing the Application Form**

The original and 1 copy of the completed application must be received by **July 24, 2009**. The mailing address for submission of applications is included on the last page of the application.

All applicants must sign the application form attesting that “The information provided on this application is complete and accurate. I have read, understand, and agree to the Member “Roles and Responsibilities” as listed in the instructions to this application.”

Applicants who will be representing an organization and who will be participating in Committee activities while “on-duty” or who will have to be allowed to take time off by their employer must have the organization’s Director, Executive Director, Chief, or Chief Executive/Operating Officer (CEO/COO) sign the application form attesting that “I have read, understand, and agree to support and allow this applicant to fulfill the Member “Roles and Responsibilities” as listed in the instructions to this application.”

### **Applications Review**

- The Membership Committee shall review all applications and select the top candidate for each category using the following criteria:
  1. The application must be complete and submitted on time.
  2. The applicant meets criteria for the category indicated.
- An application shall be ranked against other applications only within the same category. Rankings will be based on the information provided through the application and by references.
- Applicants may apply for open positions in more than one category, but must submit an application for each position/category. Applicants are selected to represent only one category.
- Special consideration will be given to organizations doing outreach to diverse communities. Additional consideration will be given to a) new applicants versus existing members who are reapplying, and b) certified CPS Instructors and NC Basic Awareness Instructors versus Technicians and persons with no CPS certification.
- If no qualified applications are received for any given category, then the Committee may re-open the application process.
- The Membership Committee shall review all applications and make recommendations of new candidates to the full Committee membership. The Committee will review the applicants to ensure diversity (geographic, ethnic, professional, gender). The proposed slate of new members will be submitted to the full Committee for approval.
- All applicants will be notified by mail confirming their approval for membership or a letter of appreciation for their interest, and encouraged to apply in the next membership cycle.

Reminder: Terms for open positions begin October 1, 2009.

## NC Child Passenger Safety Training Committee Membership Candidate Application Form

**Terms for Open Positions Begin October 1, 2009**

*NOTE: An MS Word version of this form to fill out as a Word document before printing for signatures is available on [buckleupnc.org](http://buckleupnc.org) if desired.*

### Check the position for which you are applying:

- |   |   |
|---|---|
| <input type="checkbox"/> Emergency Medical Services | <input type="checkbox"/> Law Enforcement        |
| <input type="checkbox"/> Fire Services              | <input type="checkbox"/> Public Health/Hospital |

*\*Applicants may apply for open positions in more than one category, but must submit an application for each position/category. Applicants are selected to represent only one category.*

### Check any and all that apply:

- I coordinate/co-ordinate a Safe Kids chapter or coalition
- I coordinate/co-ordinate a Buckle Up program
- I coordinate/co-ordinate a Safe Communities coalition
- I coordinate/co-ordinate Permanent Checking Station(s) for my agency
- I coordinate/co-ordinate and/or I am responsible for the following program(s) and activities:

### Complete the following information:

Name: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Organization/Agency: \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
\_\_\_\_\_  
City / State / Zip \_\_\_\_\_  
Work Phone: ( ) \_\_\_\_\_ Work Fax: ( ) \_\_\_\_\_  
Mobile Phone: ( ) \_\_\_\_\_  
Primary Email: \_\_\_\_\_  
Other Email: \_\_\_\_\_

Are you a currently Certified CPS Technician or Instructor?  Yes  No

Certification Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**All applicants must answer the following questions:** *(Attach additional sheets as necessary)*

1. What experience do you or your organization have with child passenger safety?

2. What is your individual/organizational target audience/population?

3. Explain why you would like to be a member of the NC CPS Training Committee and how your skills, knowledge, and expertise, as well as those of your organization (if applicable), will assist the Committee in carrying out its purpose. (500 word limit)

4. If you are selected to be a Committee member, will you be able to commit the required time, including attendance at meetings and working on subcommittees, as outlined?  
 Yes    No

**References:**

Provide the following information for two professional/child passenger safety related references:

**Reference #1:**

Name: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Organization/Agency: \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
\_\_\_\_\_  
City / State / Zip \_\_\_\_\_  
Business Phone: (    ) \_\_\_\_\_

**Reference #2:**

Name: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Organization/Agency: \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
\_\_\_\_\_  
City / State / Zip \_\_\_\_\_  
Business Phone: (    ) \_\_\_\_\_

**Applicant’s Agreement and Signature**

**All applicants must sign and attest to agreement with the following statement:**

*The information provided on this application is complete and accurate. I have read, understand, and agree to the Member “Roles and Responsibilities” as listed in the instructions to this application.*

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Employer Organization’s Director, Chief or CEO/COO Signature**

***Applicants who will be representing an organization and who will be participating in Committee activities while “on-duty” or who will have to be allowed to take time off by their employer must have the organization’s Director/Executive Director, Chief, or Chief Executive/Operating Officer (CEO/COO) sign and attest to agreement with the following statement:***

*I have read, understand, and agree to support and allow this applicant to fulfill the Member “Roles and Responsibilities” as listed in the instructions to this application.*

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Not applicable; retired, self employed, or unemployed

Return the original and one (1) copy of the completed application, including required signatures, to:

*Mail Address:*

Bill Hall  
 NC CPS Resource Center  
 UNC Highway Safety Research Center  
 CB# 3430  
 Chapel Hill, NC 27599

*Street Address:*

Bill Hall  
 NC CPS Resource Center  
 UNC Highway Safety Research Center  
 730 Martin Luther King Jr. Boulevard  
 Suite 300  
 Chapel Hill, NC 27514

**The completed application form and copies must be received by July 24, 2009**