



**CHILD PASSENGER  
SAFETY ASSOCIATION  
OF CANADA**



**L'ASSOCIATION POUR  
LA SÉCURITÉ DES ENFANTS  
PASSAGERS DU CANADA**

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## **Job Description and Expectations of a CPSAC Board Member**

A CPSAC Board member:

- Understands and is committed to the [mission, vision and goals](#) for CPSAC including our main purpose to provide excellence in training for car seat technicians in Canada
- Understands and follows CPSAC [by-laws](#) and [policies](#)
- Maintains confidentiality of all matters related to board business
- Is able to devote 2 to 3 hours a week to the work of the organization
- Stays informed on all CPSAC matters
- Regularly attends board meetings and agrees to miss only 2 meetings a year
- Prepares themselves well for meetings including reviewing minutes, committee reports and other documents
- Participates fully in board meetings
- Participates fully in email discussions and decisions
- Willing to take on projects that arise, be able to work independently and report back to the board within the framework that is defined
- Works well with others and understands the value of teamwork in a volunteer environment
- Understands their role as a member of the legal entity of the Association
- Is committed to carry out duty of loyalty and care as part of the board's fiduciary role
- Has strong interpersonal communication skills, an ability to work effectively with a team, or chair committees
- Demonstrates creative problem solving and collaborative leadership skills.

The board is looking for people with specific skills in the following areas:

- Finance
- Communications
- Public relations
- Project management

Because the CPSAC Board is a national organization with board members from all across the country, the board meets virtually through a GoTo Meeting platform. Sometimes these meetings are audio only. It is hoped that Board members make every effort to be fully present at the meeting by being free from distraction if at all possible.

*Revised January 2018*

