



BOARD OF DIRECTORS

CANDIDATE INFORMATION PACKET



ABOUT I-CAR®

Founded in 1979, I-CAR is a not-for-profit education, knowledge and solutions organization designed to support the evolving needs of the Collision Repair Inter-Industry. I-CAR is focused on improving the quality, safety and efficiency of auto collision repair for the ultimate benefit of the consumer.

VISION

The I-CAR vision is that **EVERY** person in the collision repair industry has the information, knowledge and skills required to perform complete, safe and quality repairs for the ultimate benefit of the consumer.

MISSION

The I-CAR mission is to deliver increasingly accessible, on-demand and relevant education, knowledge, services and solutions for collision repair facilities and the related industry value chain.

I-CAR BOARD SERVICE GENERAL INFORMATION

MEMBERSHIP STATUS:

Maintain I-CAR Regular membership at the individual or organizational level on an annual basis, which includes an annual membership fee (included as a Sustaining Partner benefit).

MEETINGS:

- Regularly attend all board meetings, notify staff and Board Chair of unavoidable absences;
- Prepare for and actively participate in board and committee meetings, as well as I-CAR events and programs;
- Maintain confidentiality of the Board's sessions; and
- Contribute to the content and process of board and committee meetings.

RESPONSIBILITY TO STAFF:

- Disclose possible conflicts of interest that might compromise the Board or I-CAR and disclose any possible conflicts to the Board in a timely fashion;
- Develop and maintain a constructive partnership among the Board, CEO, and senior management team.

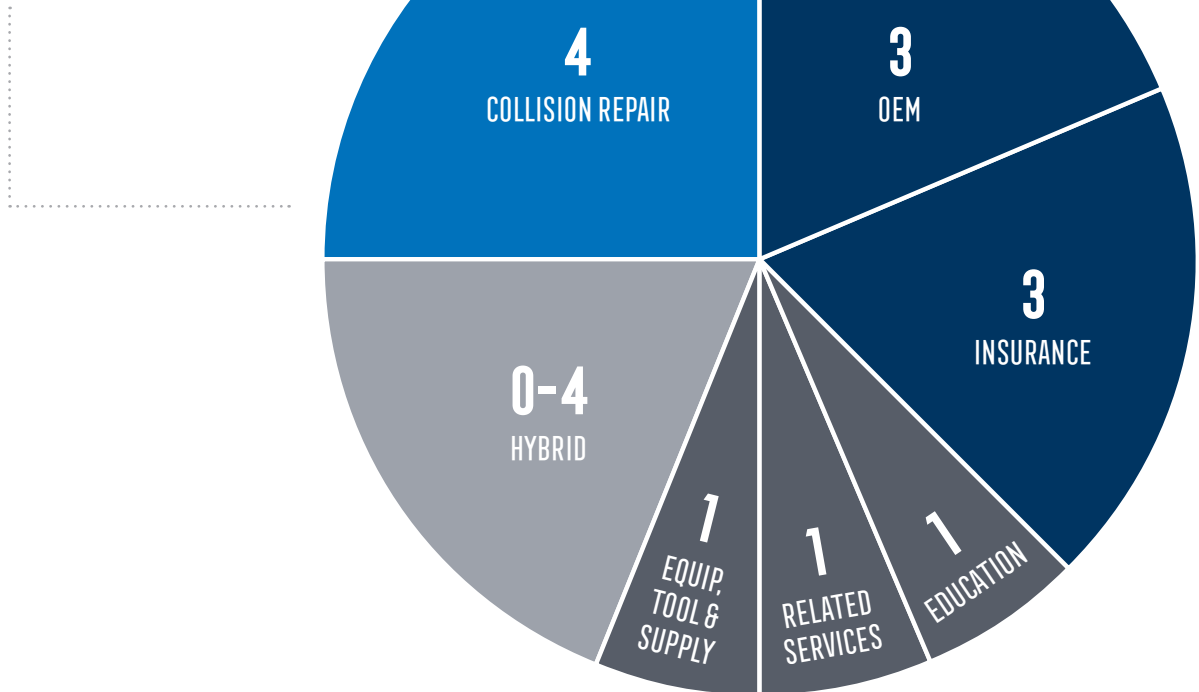
SUMMARY OF FIDUCIARY RESPONSIBILITIES:

- Effectively carry out vital leadership, legal and stewardship responsibilities and act in the best interests of all the members of the organization.
 - » Govern the organization and establish a set of Board level policies, procedures, practices and risk boundaries that collectively empower the Organization to realize its mission, achieve ongoing success and financial health, maintain the safety and soundness of assets, and validate the Organization's compliance with applicable Federal, State and local laws.
 - » Set-forth a forward-looking strategic vision, mission and set of values for the direction, work and culture of the organization, as well as prioritize the strategic goals, objectives, and relevant metrics of success to forward the Organization's mission.
 - » Delegate appropriate authority to the CEO to properly manage and operate the day-to-day affairs of the Organization.
- Faithfully read and understand the organization's financial statements and otherwise help the Board fulfill its fiduciary responsibility; and exercise oversight consistent with non-profit law, established standards and organizational policy.
- Abide by the fundamental standard that each director must perform his or her legal duties in good faith and in the best interests of the Organization. Those legal duties are duties of: care; loyalty; and obedience.

STRUCTURE OF THE BOARD

BOARD SIZE:

The size of the I-CAR Board may range from 13 to 17 members with the following segment representation and should achieve established segment diversity objectives.



NOMINATING COMMITTEE

The Nominating Committee will strive to maintain diverse representation across all segments in both organization size and leadership level.

SELECTION/NOTIFICATION PROCESS:

1. A Call-for-Candidates to serve on the I-CAR Board of Directors (Board) will be issued annually to all I-CAR Members, the call will include a list of the open positions I-CAR is seeking.
2. Those wishing to serve on the Board must submit a completed application for consideration by the established deadline.
3. The Nominating Committee will review all applications received and conduct phone interviews with applicants. Candidates must complete an online assessment.
4. The Nominating Committee will announce a slate of nominees to I-CAR Regular Members, which will have 30 days to submit a challenge nominee prior to the voting period beginning.

SELECTION COMMITTEE

The term of the I-CAR Board member shall commence on July 1, for a renewable term of 3-years, not to exceed two (2) terms.

MEETINGS

Active participation is crucial to the effectiveness of the Board. Board Members are expected to attend four Board meetings per year, held according to the following schedule:



ATTENDANCE POLICY

Board Members are expected to attend all meetings and shall be deemed to have resigned from the Board if absent from two (2) consecutive regular meetings.

ORIENTATION

An in-depth orientation is held prior to first in-person meeting the newly elected member is to attend. Orientation will cover the following key topics:

- Organizational Overview (I-CAR Training Support Center, Tech Center, Field Operations to Include Committee Work and the Collision Repair Education Foundation)
- Key Activities (Strategic Plan, Goals and Progress Toward Attainment)
- Products & Services
- International Activity



**I-CAR BOARD OF DIRECTORS
BOARD CANDIDATE APPLICATION FORM
APPLICATIONS AND REFERENCES ARE DUE BY JUNE 2, 2026**

(PLEASE PRINT)

Please ensure that **all required materials**, including reference forms, are received by the above deadline. Incomplete or late submissions may not be considered.

CONTACT INFORMATION

Name:		Preferred Name:	
Employer:		Title:	
Employer address:		Yrs w/ Employer:	
City/ST/Zip:		Phone:	
Mailing Address:		Cell:	
City/ST/Zip:			
Email address:			

Describe your primary responsibilities and scope of authority in your current role (e.g. leadership level, budget oversight, teams managed):

If less than 5 years with current employer, list previous employment and years of service:

Employer:		Title:		Years:	
Employer:		Title:		Years:	

COLLISION REPAIR INDUSTRY EXPERIENCE & INVOLVEMENT

Industry Segment Employed by: **(select one)**

- Collision Repair
- Insurance
- Vehicle Manufacturer
- Tool, Equipment & Supplies
- Education, Training & Research
- Related Industry Services

Years in Industry: _____

Industry Designations (if any):

- I-CAR Gold Class® Professional
- I-CAR Platinum® Individual
- Other:
- Other:



INDUSTRY RELATED ORGANIZATIONS/AFFILIATIONS (INCLUDING BOARD SERVICE)

Organization/Affiliation: _____
 Position: _____
 Committees: _____

Organization/Affiliation: _____
 Position: _____
 Committees: _____

Organization/Affiliation: _____
 Position: _____
 Committees: _____

Organization/Affiliation: _____
 Position: _____
 Committees: _____

Volunteer & Professional Activities (please list):

SKILLS & KNOWLEDGE

Please indicate your level of experience and/or expertise in the following areas:

Knowledge Area	Expert Level Experience	Moderate Experience	Entry Level Experience	Little to No Experience
Financial Management/Investment/Budgeting				
Process Improvement				
Board Governance (Recruiting, Bylaws, Policies, etc.)				
Strategic Planning				
People & Culture				
Learning Management System (LMS)/SCORM				
Communications/Marketing/Sales				
Sales and Competitive Forces				
Corporate Social Responsibility				
Risk Management				
Executive Management				
Education/Workforce Development				
Industry Operations				
Change Management				
Information Technology				
Project Management				
Program Services				

Rating Scale:

Expert Level	Demonstrates deep, strategic knowledge and leadership in the area; can guide others and shape organizational direction.
Moderate	Solid understanding and relevant experience; can contribute valuable insight and support board discussions effectively.
Entry Level	Basic familiarity with the area; eager to learn and expand knowledge to contribute meaningfully.
Little to No	Minimal prior exposure; would need orientation and support to build understanding in this area.



GETTING TO KNOW YOU

Please answer the following questions with as much detail as possible. If additional space is needed, please attach a separate sheet.

1. Describe your current or past level of involvement with I-CAR and/or the Collision Repair Education Foundation, including any committee participation, instructor activity, or other contributions. *If none, what areas of the organization are you most interested in getting involved with (Board leadership, financial oversight, governance)?*

2. In what ways could your knowledge and networks benefit I-CAR and help advance I-CAR's mission?

3. In your view, what is the most critical issue facing the collision repair industry today, and how do you believe I-CAR can best support those affected by it?

4. Over the next 3-5 years, what do you think should be the highest priorities of I-CAR and/or the collision industry?



REFERENCE REQUEST

Please solicit two (2) industry related references. List the name, email and telephone number of the individuals you're requesting a reference from. Distribute the reference form at the end of this application to those you'd like to provide a recommendation. References must be returned **by June 2, 2026** to debra.kelleher@i-car.com.

Name: _____ Email: _____ Phone: _____

Name: _____ Email: _____ Phone: _____

ACKNOWLEDGEMENT

I HAVE READ THE CANDIDATE INFORMATION SHEET AND UNDERSTAND THE BOARD ROLES & RESPONSIBILITIES, THE TIME AND FINANCIAL COMMITMENT INVOLVED, AND WHAT WILL BE EXPECTED OF ME. I, AS WELL AS MY EMPLOYER, AM AWARE OF THE ATTENDANCE POLICY. IN ADDITION, I VERIFY THAT THE ABOVE INFORMATION WITH REGARD TO MY BIOGRAPHICAL DATA AND QUALIFICATIONS IS TRUE AND CORRECT.

I FURTHER VERIFY THAT I AM CURRENTLY NOT EMPLOYED IN ANY CAPACITY BY I-CAR AND/OR THE I-CAR COLLISION REPAIR EDUCATION FOUNDATION AND UNDERSTAND THAT ANY FUTURE EMPLOYMENT AS AN I-CAR EMPLOYEE (i.e., I-CAR INSTRUCTOR) WILL CAUSE ME TO RESIGN MY POSITION AS A BOARD MEMBER, PER THE I-CAR BYLAWS AND I-CAR COLLISION REPAIR EDUCATION FOUNDATION BYLAWS.

Signature Date

Thank you for your interest in serving on the I-CAR Board of Directors, a member of I-CAR staff will be in touch soon to schedule a phone interview with members of the Nominating Committee and provide further instructions regarding the nominations process. **Candidates are responsible for ensuring all materials, including references, are submitted on time.**

Your application packet should include:

- This completed application
- Photo (.jpeg format)
- Two (2) Recommendations *(submitted by provider)*



Recommendation to Serve on the I-CAR Board of Directors

Thank you for taking the time to submit a recommendation for an I-CAR Board of Directors candidate. The board selection process is an important part of our organization’s success, and your time is greatly appreciated. Please provide as many details as possible and if needed, attach a separate sheet of paper.

Recommendations should be returned directly to I-CAR at debra.kelleher@i-car.com no later than **June 2, 2026.**

Name of person you are recommending. _____

Your Contact Information:

Name: _____

Email: _____

Organization: _____

Business Phone: _____

Title: _____

Cell Phone: _____

1. How do you know the candidate, and for how long?

2. What personal or professional qualities have you observed that would make them an effective Board member?
(Please provide specific examples)

3. Based on your experience, how does the candidate demonstrate a commitment to education, workforce development, nonprofit causes, or the broader mission of organizations they are involved in?



4. How would you describe the candidate's leadership and decision-making skills in professional, volunteer, or organizational settings?

5. Are there any additional insights, experiences, or examples you would like to share that speak to the candidate's suitability for a Board role?