

Board of Directors Roles and Responsibilities

Description:

The Board of Directors of the ARC/STSA is composed of ten (10) professionals with the following qualifications:

- ✦ Five (5) representatives with appropriate academic education experience consisting of four (4) surgical technology educators and one (1) surgical assisting educator appointed by the Association of Surgical Technologists.
- ✦ Two (2) surgeon representatives appointed by the American College of Surgeons.
- ✦ Three (3) representatives: one (1) surgical technology educator, one (1) Academic Administrator, and one (1) Public Member appointed by the ARC/STSA.

Position Responsibilities:

The Board of Directors shall constitute the Accreditation Committee of the ARC/STSA. The Accreditation Committee shall be responsible for the review and evaluation of educational programs in the fields of surgical technology and surgical assisting which apply for accreditation. The Accreditation Committee shall recommend to the appropriate accrediting agency an accreditation status based upon its review and evaluation of each such program. The Accreditation Committee shall also formulate, review, and from time to time revise as appropriate, those educational standards used to evaluate programs of surgical technology and surgical assisting.

The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the ARC/STSA, and such authority may be general or confined to specific instances.

In addition, the Board of Directors:

- ✦ Conducts its activities in a professional and ethical manner.
- ✦ Reviews and updates organization policy as necessary.
- ✦ Conducts its activities in such a manner as to reasonably guarantee financial independence and solvency.

- * Reviews and approves annual budget.
- * Establishes, reviews and approves strategic plan.
- * Establishes special committees when necessary, to make recommendations to the ARC/STSA.
- * Abides by the Bylaws, Code of Conduct, Policies, and Procedures of the ARC/STSA.
- * Maintains the confidentiality of all ARC/STSA confidential information and treats all organizational matters and information specific to the business of the ARC/STSA with proper care and discretion. **Unauthorized disclosure or use of information, whether provided verbally or in writing, is considered a breach of care and can result in disciplinary action and possible discharge from a Director's position.**

Position Limitations:

The Board of Directors must agree to:

- * Attend all meetings (whether in person or by conference call) of the ARC/STSA Board of Directors as defined by the ARC/STSA Bylaws.
- * Recuse themselves from decisions regarding programs in which they have an affiliation or conflict of interest.
- * No longer serve in any consultative capacity to develop or establish surgical technology programs or surgical assisting programs while serving the ARC/STSA. If appointed, member(s) engaged in consultative activities must divest themselves of those activities within the first six months of their term of appointment.
- * Recuse themselves from surgical technology and surgical assisting consultative services provided to any institution for a period of two years beyond the termination of their service to the ARC/STSA.
- * Resign any elected or appointed positions they may hold in any certification, professional, or accreditation organization related to surgical technology or surgical assisting practice in order to serve the ARC/STSA.
- * Resign from the ARC/STSA Board of Directors in the event of seeking employment with the ARC/STSA.

Appointment to the ARC/STSA Board of Directors consists of a three-year term, with the opportunity for reappointment to one additional full three-year term.

Officers of the Board:

President: The President shall be the chief executive officer of the Corporation and shall preside at all meetings of the Board of Directors. Responsibilities include, but are not limited to:

- * Contributing to, reviewing, and approving each Board of Directors meeting agenda.

- * Appointing members of the Board of Directors to ARC/STSA committees.
- * Providing a House of Delegates report for the annual AST National Conference.
- * Contributing to ARC/STSA publications.
- * Attending meetings as requested by the ARC/STSA.
- * Serving as an ex-officio member of all ARC/STSA standing and ad hoc committees.

Vice President: The Vice President shall serve and act in the place of the President in the absence of the President and shall perform such additional duties as the Directors or President may from time to time prescribe. Responsibilities include, but are not limited to:

- * Assuming the responsibilities of the President should the President not fulfill the obligations of the office.
- * Serving on ARC/STSA Board sub-committees as requested.
- * Attending meetings as requested by the President.
- * Contributing to ARC/STSA publications.

Secretary/ Treasurer: The Secretary/Treasurer shall keep accurate minutes and records of the meetings of the Board of Directors and its activities, and shall act as custodian of the corporate seal and records.

The Secretary/Treasurer shall also be the custodian of the Corporations' funds and financial records, and shall cause such audits and financial reports to be compiled as deemed advisable by the Board of Directors. Copies of such audits shall be delivered to each Director and each Member of the Corporation. Responsibilities include, but are not limited to:

- * Capturing motions at each Board of Directors meeting and providing the motions to staff.
- * Reviewing and approving minutes as provided by ARC/STSA staff.
- * Serving on ARC/STSA Board sub-committees as requested.
- * Attending meetings as requested by the President.
- * Reviewing and requesting explanations for variances to the budget, and providing recommendations to the Executive Director regarding the monthly financial and investment statements.
- * Contributing to, reviewing, and approving the annual budget for presentation to the Board of Directors prior to the fall Board of Directors meeting.
- * Reviewing and providing comments related to the annual Form 990, and approving for filing as a member of the Audit Committee.
- * Providing a verbal Treasurer report at each Board of Directors meeting.
- * Contributing to ARC/STSA publications.

The Academic Administrator:

Academic Administrator (Healthcare): An individual who is currently responsible for the administrative and/or managerial aspects of an educational institution or academic program. This definition may include designations such as president, academic vice-president, provost, chancellor, or academic dean.

Required Qualifications: Minimum of five (5) years of administrative experience in institutions offering a CAAHEP-accredited surgical technology or surgical assisting program, including at least three (3) years of day-to-day administrative responsibility within an institution offering a CAAHEP-accredited program immediately preceding the appointment.

The Public Member:

Public Member: An individual who holds a duty to represent the interests of the patient that may come under the care of the surgical technologist or surgical assistant, and therefore has a vested interest in proper education for quality patient care. This individual provides an independent and external perspective of the accreditation process.

Required Qualifications: The public member must not be a practitioner in the surgical technology/surgical assisting field, or related to, or affiliated with the ARC/STSA or CAAHEP, including but not limited to:

1. An employee, governing board member, shareholder, or owner of, or consultant to, an institution offering a CAAHEP-accredited program or applying for said accreditation.
2. A member of a related membership or trade association.
3. A spouse, parent, child, or sibling of an individual enrolled in or graduated from a CAAHEP- accredited surgical technology or surgical assisting program.