ADVISORY COMMITTEE

Purpose: The Surgical Technology Advisory Committee shall serve in an advisory capacity and does not have administrative or legislative activities and/or authority.

Functions and responsibilities of the committee may include but not limited to:
   a. Serves as a communication channel between the school and community.
   b. Advises the designing of courses and curriculums by defining specific skill requirements, essential information and knowledge requirements related to the specific content.
   c. Advises in the evaluating of the curriculum and recommends such changes as necessary to keep it vital and relevant.
   d. Assists in recruiting, providing internships, and in placing qualified graduates for employment.
   e. Advises in the formulating and evaluating of standards for entrance into the curriculum of study.
   f. Provides ways for the school to inform the community of programs and suggests ways for improving public relations.
   g. Assesses curriculum needs in terms of the entire community.
   h. Assists in other matters when requested by the school administration and/or the surgical technology instructor.

Advisory Committee Membership shall be (but not limited to):
   a. The committee shall consist of employers, recent graduates, a student member, and a public representative.
   b. Membership terms on the committee shall begin in ____ and run through ____ of each year.
   c. The members shall serve without financial compensation.
   d. The program instructors, school administrators, and appropriate school personnel shall serve as Ex Officio non-voting members.

Committee Officers
   a. The committee officers shall consist of a Chairperson, Vice-Chairperson, and Recording Secretary.
   b. Each officer shall serve a _____ year term.
   c. The officers must be elected from the committee’s voting membership.

Responsibilities of the Officers
   a. Chairperson shall:
      1. Preside at all meetings of the committee
      2. Plan the meeting agenda with assistance of the program instructor
      3. Set the tone of the meeting as informal, seminary-type meetings for the maximum exchange of ideas.
      4. Call the meetings of the committee.
b. Vice-Chairperson shall:
   1. Preside in the absence of the chairperson
   2. Fulfill any other duties as assigned by the chairperson

   c. Recording Secretary shall:
      1. Prepare and mail all announcements, minutes, and other information to the committee members, administrators, and others who need to be informed of the committee functions.
      2. Keep an active and up-to-date list of committee members.
      3. Prepare all materials for distribution to the committee with appropriate support from school personnel.

Meetings
   a. The committee shall meet ___ to ___ times a year and thereafter, as called by the chairperson.