



ASTSA REPRESENTATIVE HANDBOOK

**ASSOCIATION OF SURGICAL TECHNOLOGISTS
STUDENT ASSOCIATION**

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ASTSA Eligibility Requirements for Student Representative

To ensure fair election results, all applicants must meet the following candidacy requirements:

- Must be a student member of AST and remain active while serving term.
- Must be:
 - Enrolled in and completed at least one semester of an accredited surgical technology program; or
 - A graduate of an accredited surgical technology program, but has not yet sat for the CST exam
- If not certified at the time of being elected as a student representative, the individual ***must attain the CST credential through the National Board of Surgical Technology and Surgical Assisting (NBSTSA) prior to March 15th of the current term.*** The exception to this would be a student who is elected in their first year of curriculum and will not graduate within the elected term.
- To promote diversity, equality, and inclusion initiatives, only ONE student from the same surgical technology program may run for student representative.

ASTSA Election Process

Candidates must follow the AST guidelines when running for student representative:

- Submit the following documents: (*See Appendix A and B*)
 - Candidate application/Curriculum Vitae
 - Consent to Serve
 - Election Statement
- Completed documents may be submitted by the following methods:
 - Directly to AST on/before May 1st.
 - Onsite at National Conference/ASTSA exhibit table no later than 4:00pm the day before the Student Forum. Applications received after 4:00pm will not be accepted.
- Candidate speeches
 - Each candidate will give a brief speech during the ASTSA Forum at the AST National Conference. The length of time allowed for each speech will be determined by the number of candidates being considered for election. The maximum amount of time will not exceed two minutes.
 - The AST Board Liaisons will serve as moderators.
- Election results
 - The election results are determined in descending order by the number of votes each individual receives. Four individuals will be announced as the next Student Representative(s).

Code of Conduct

The professional Code of Conduct is adopted for the purpose of encouraging the highest level of professional conduct of members serving as Representatives of AST and in order to protect and maintain the integrity and goodwill of AST and its members with the profession and the public.

Elected positions shall:

- Refrain from any behavior that would be determined by the AST Board of Directors to be discriminatory, harassing, or unprofessional. This would include verbal or written personal statements regarding fellow members.
- Maintain confidentiality of ASTSA business.
- Provide just and equitable treatment to all ASTSA members in terms of professional rights and responsibilities.
- Not use the ASTSA or one's position in the ASTSA for private gain.
- Honestly represent ASTSA; shall refrain from expressing personal opinions that are contradictory to ASTSA and AST positions.
- Follow the Code of Conduct and report without hesitation to the AST Board Liaisons or any fellow member who violates this code.

Any violations may be subject to removal from position. The AST Board of Directors has the authority to determine violations of this Code of Conduct and the decision authority on action to be pursued.

ASTSA Student Representative Duties

ASTSA is comprised of four Student Representative who are elected at the ASTSA Forum at the AST Annual National conference by student members and will serve a term of one year. Newly elected Representatives will attend a brief orientation at a time to be determined before the close of the AST National Conference.

There are many responsibilities involved with being an ASTSA Student Representative. You will be expected to work with your fellow elected Representatives as a team to carry out any assigned duties in a timely manner. You are encouraged to participate by offering your comments and suggestions.

One of the first duties assigned to the ASTSA Student Representatives will be planning the next ASTSA Forum held at the AST Annual National Conference. This will involve preparing a program agenda, Meet and Greet activities, and a Power Point presentation for the forum, including speaker recruitment with input from the AST Board of Directors. Once planned, Representatives will facilitate the event at the AST National Conference.

You will be responsible for writing articles for the *ASTSA Newsletter* as directed by the AST Communications department. These articles will require you to work together in composing information about the ASTSA Forum, what you are doing, and your insights into being Student Representatives.

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Communication is a key element to the planning of a successful ASTSA Forum and fulfilling your role as a Student Representative. Most of the correspondence will be managed by email, conference calls, or virtual meetings. Having computer access that has the capability of receiving and sending electronic information (e.g. attachments) is necessary. ASTSA Representatives will respond in a timely and organized manner to correspondence from fellow Representatives, AST Board liaisons, and the AST staff liaison.

Student Representatives may be required to adjust their schedules to accommodate and participate in conference calls and/or virtual meetings. You may be designated to record meeting minutes and submit them to the AST staff liaison within seven (7) days of the meeting.

You will participate as necessary in correspondence directed towards Surgical Technology Program Directors to promote student attendance and potential future candidates for ASTSA Representatives at the ASTSA Student Forum as well as encourage involvement in other AST events and planned activities (i.e. Scrub Bowl Championship).

Student Representatives will also participate in correspondence directed towards AST State Assembly Leadership that promote donation and sponsorship opportunities towards funding of the ASTSA Student Forum event and the receipt of raffle prizes.

ASTSA Representatives will be required to register for, travel to, and attend the AST National Conference (*See Appendix D: Travel and Expenses*). You will be expected to attend the opening ceremony rehearsal, opening ceremony, ASTSA Forum, and all business sessions and conduct yourself professionally in both behavior and attire. As time allows, you are highly encouraged to attend additional clinical sessions that support your continuing education needs as a certified surgical technologist.

ASTSA Representatives will assist at the ASTSA Exhibit table by promoting student attendance at the Forum, recruiting potential ASTSA candidates, and managing table displays and paperwork, as necessary.

Outgoing Student Representatives term of office expires immediately upon election of the replacement Representatives. All pending business should be completed before the close of AST Annual National Conference. In the event an election cannot be held, a one-year extension may be granted at the discretion of the AST Board of Directors.

APPENDIX A**APPLICATION FOR ASTSA STUDENT REPRESENTATIVE
CURRICULUM VITAE**

**All information must be completed. Incomplete documents will not be accepted.*

CANDIDATE INFORMATION:

Student Name: _____ Anticipated Graduation Date: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

AST Member #: _____ Expiration Date: _____

PROGRAM INFORMATION:

Program Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Program Director: _____

Phone: _____ Email: _____

ACTIVITY INVOLVEMENT:

PROGRAM ACTIVITY

Name of Committee or Activity: _____

Position or Role: _____ Length involved: _____

Function/purpose of Activity:

Name of Committee or Activity: _____

Position or Role: _____ Length involved: _____

Function/purpose of Activity:

STATE ASSEMBLY ACTIVITY

Describe any involvement:

VOLUNTEER COMMUNITY ACTIVITY

Name of Committee or Activity: _____

Position or Role: _____ Length involved: _____

Function/purpose of Activity:

Name of Committee or Activity: _____

Position or Role: _____ Length involved: _____

Function/purpose of Activity:

How do you see your role in the leadership of ASTSA?

Do you have specific skills which will help you in your leadership duties?

How would you resolve a conflict with another person?

ELECTION STATEMENTS:

The purpose of election statements is to inform and enlighten the ASTSA Forum attendees on the professionalism and qualifications of candidates.

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REQUIREMENTS

- The candidate is responsible for making copies of their election statement and distributing at the ASTSA Forum. It is the responsibility of the candidate to have the election statement printed and transported at his/her own expense to the ASTSA Forum. It is suggested the candidate make at least 200 copies.
- The election statement is to be neatly prepared on one (1) 8 ½" x 11" paper. The election statement can only be printed on the front of the paper and may not be continued on the back side.
- The election statement must be type-written.
- The copies may be placed at the ASTSA Meet & Greet table the day before the opening/first day of the conference.
- The election statements shall not be distributed at conference social functions, e.g. Opening Night Party, or placed on any wall of the conference area including the walls of the ASTSA Forum meeting room.
- The candidate should present the following information in the election statement: candidate's qualifications, experience, and aspirations where his/her election would strengthen the ASTSA.

CANDIDATE SPEECHES:

- Candidates will prepare and give a brief speech during the ASTSA Forum at the AST National Conference. The length of time allowed for each speech will be determined by the number of candidates being considered for election. The maximum amount of time will not exceed two minutes.

Student Signature

Date _____

Program Director Signature

Date _____

The Curriculum Vitae will be discarded one year from date of receipt.

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APPENDIX B**CONSENT TO SERVE**

I, _____, do hereby consent to serve the Association of Surgical Technologists Student Association (ASTSA) in the capacity of a Student Representative.

I understand that by consenting to serve ASTSA in this position I am making a commitment to perform a variety of activities and further agree to carry out all tasks appropriate to the position including, but not limited to, the following:

I will:

1. Make every effort to familiarize myself with the *ASTSA Student Representative Handbook*.
2. Maintain an adequate organizational system pertaining to all aspects of my position beginning immediately following conference.
3. Maintain an open line of communication with AST national headquarters, fellow Representatives, and AST Board liaisons. Communication is essential to the harmony and effectiveness of ASTSA business.
4. Be aware that all statements I make may be considered “reflective of AST and ASTSA opinion.” People respect leaders who only answer questions they are sure of and openly admit they do not know all the answers but will find out and respond promptly.
5. Be aware of deadlines as directed by AST.
6. Provide thoughtful consideration to my efforts when assigned to work on any assignment or special project and will perform those tasks to the best of my ability.
7. Fully understand that the Student Representative position requires a considerable amount of verbal and written communication skills and entails a substantial work effort.

I further agree that if any time I am unable to serve in this capacity or if I fail in my responsibilities to the ASTSA, I will offer my resignation and notify the AST Board Liaison and other ASTSA Student Representatives in sufficient time to ensure that activities are not unduly interrupted.

Student Signature

Date

This Consent to Serve form will be discarded one year from date of receipt.

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APPENDIX C

MEETING TIMELINE EXAMPLE

The following timeline is provided as an example of anticipated conference calls or virtual meetings. These may be subject to change according to the needs of the current term served.

TERM – 1 year (Commencing with AST National Conference)

	MONTH	EXPECTATIONS
SPRING (upon election)	May	• Orientation of newly elected ASTSA Representatives
SUMMER	June-July	• Welcome and introductions
FALL	August-September	• Initiate discussion and planning of the ASTSA Forum: Speaker recruitment PPT(s) assignments Activities for Meet and Greet
WINTER	January	• Submit and review ASTSA Forum agenda, PPT(s), and activities for Meet and Greet* • Send out letters to PD's and SA's*
	February-March	<i>*These reflect deadlines. A meeting may not be required</i> • Finalize Forum agenda, PPT(s), activities, and conference attire. • Discuss requirements and instructions in making travel arrangements to AST National Conference.
SPRING	April-May	• Assign roles at AST National Conference and ASTSA Forum.
	2 weeks before National Conference	• Finalize plans for conference as needed.

APPENDIX D

TRAVEL AND EXPENSES

ASTSA Representatives are expected to attend the full duration of the AST National Conference and all activities as directed by AST.

Any personal travel necessitating an earlier arrival or later departure from what is covered by AST will be arranged by and the responsibility of the Student Representative. Please note that children will not be permitted in the exhibit hall or conference events due to the graphic nature of clinical content being provided.

The following expenses are covered by AST* for the ASTSA Student Representatives to attend the Annual National Conference:

- Complementary conference registration
- Hotel*
- Daily per diem*
- Airfare
- Mileage (under certain conditions)

**Duration of conference only*

Details regarding specific monetary amounts (i.e. per diem), reimbursements, and instructions to arrange travel will be provided to Student Representatives in a subsequent meeting prior to conference (*See Appendix C: Meeting Timeline Example*).

****ASTSA Representatives must receive their certification from the National Board of Surgical Technology and Surgical Assisting (NBSTSA) no later than March 15th of their term to be eligible for AST travel reimbursements and benefits.***