

**National Board of Surgical Technology and Surgical Assisting
Board of Directors
Role and Responsibilities**

Description:

The Board of Directors of the National Board of Surgical Technology and Surgical Assisting is composed of nine (9) professionals with the following qualifications:

- Six (6) practicing Certified Surgical Technologists (CST) and Certified Surgical First Assistants (CSFA);
- One (1) public member;
- One (1) surgeon as appointed by the American College of Surgeons (ACS); and
- One (1) surgical technology educator.

Position Responsibilities:

All powers of the NBSTSA are exercised by or under the authority of the Board of Directors, and the business and affairs of the NBSTSA are managed under the direction of the Board of Directors. Therefore, the Board of Directors has the responsibility to see that the following purposes of the NBSTSA, as stated in the NBSTSA Bylaws, are carried out:

- (a) To evaluate, through examination, individuals who wish certification in the professions of surgical technology and surgical first assisting at the entry, advanced, or specialized levels and to issue certificates to individuals who demonstrate the established levels of knowledge.
- (b) To be solely responsible for granting, revalidating, suspending, and revoking certifications in entry, advanced, or specialized levels.

In doing so, the Board of Directors is solely responsible for all decisions regarding certification of both surgical technologists and surgical first assistants, for determining eligibility to maintain, deny, grant, and renew the designation, and for seeing that the following functions of the NBSTSA, as stated in the NBSTSA Bylaws, are undertaken:

1. determining the structure and content of the certifying examinations.
2. establishing policies regarding the administration and scoring of the certifying examinations in collaboration with the professional testing agency contracted by the Corporation.
3. establishing all examination fees assuring a self-supporting certification process.
4. appointing and assuring appropriate functioning of the Examination Review Committees, standing committees, and any ad hoc committee of the Corporation.
5. issuing certificates co-signed by the President and Chief Executive Officer of the Corporation.
6. establishing and administering a program of periodic renewal of certification based on continuing education or revalidation by examination.
7. providing ongoing evaluation of the validity and reliability of the testing process.
8. revoking certification for just cause.
9. exploring activities and issues related to certification.
10. establishing special committees when necessary, to make recommendations to the Corporation.
11. reviewing and updating organization policy as necessary.

12. granting, revalidating, and revoking approval of programmatic accreditation organizations in accordance with Corporation policy.
13. conducting its activities in such a manner as to reasonably guarantee financial independence and solvency.

Members of the Board of Directors are responsible for attending meetings of the NBSTSA Board of Directors per Corporation policy and for attending NBSTSA orientation and governance workshops.

Position Limitations.

Directors must agree:

1. to abide by the Bylaws, Code of Conduct, Policies, and Procedures of the Corporation.
2. that during the term on the Board and for two years following that term, they may not author, co-author, edit, contribute to or otherwise be involved in the publication of materials that directly relate to the content of the CST or CSFA certifying examinations.
3. that during their term on the Board and for two years following, will not conduct workshops or seminars for the purpose of preparation for the CST or CSFA certifying examinations.
4. to protect the confidentiality of the CST and CSFA certifying examinations and the item data bank.
5. to resign any elected or appointed positions they may hold in any certification, professional, or accreditation organization related to Surgical Technology or Surgical First Assisting practice in order to serve on the NBSTSA (not including State Assembly participation).
6. to resign from the NBSTSA Board of Directors in the event of seeking employment with the NBSTSA.
7. that they will not be able to take the CST or CSFA examination while serving on the NBSTSA Board of Directors, or for two years following, in order to become certified, renew certification or achieve certification currency. (appointees from the profession to the Board of Directors of the NBSTSA must maintain certification currency to be eligible to serve).

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

Directors are obligated to maintain the confidentiality of all NBSTSA confidential information and to treat all organizational matters and information specific to the business of the NBSTSA with proper care and discretion. **Unauthorized disclosure or use of information, whether provided verbally or in writing, is considered a serious breach of care and can result in disciplinary action and possible discharge from a Director's position.**

It is the policy of the NBSTSA that Board of Directors attend all meetings (whether in person or by conference call) as defined by the NBSTSA Bylaws. Any Board member who is unable to attend a meeting must notify the NBSTSA CEO as soon as possible before the stated time of the meeting. The Board has two regularly scheduled meetings per year. All travel arrangements are coordinated through NBSTSA staff. Airfare, hotel (room and tax), and a per diem is expensed to the Board members in advance by the NBSTSA.

Officers of the NBSTSA shall be elected by the Board of Directors at the annual fall meeting of the Board. The term of an officer is for one year, with the possibility of a subsequent second term if elected.

President responsibilities include (but are not limited to):

1. contributing, reviewing and approving each Board of Directors meeting agenda.
2. appointing members of the Board of Directors to NBSTSA committees.
3. providing a President's report for each Board of Directors meeting.
4. providing a House of Delegates report for the annual AST National Conference.

5. contributing to publications (NBSTSA newsletter, Candidate Handbook, AST journal, etc.).
6. attending meetings as requested by the NBSTSA.
7. serving as an ex-officio member of all NBSTSA standing and ad hoc committees.

Vice-President responsibilities include (but are not limited to):

1. contributing to publications (NBSTSA newsletter, Candidate Handbook, AST journal, etc.)
2. serving on NBSTSA Board sub-committees as requested.
3. assuming the responsibilities of the President should the President not fulfill the obligations of the office.
4. attending meetings as requested by the President.

Secretary responsibilities include (but are not limited to):

1. capturing motions at each Board of Directors meeting and providing the motions to staff.
2. reviewing and approving minutes as provided by NBSTSA staff.
3. contributing to publications (NBSTSA newsletter, Candidate Handbook, AST journal, etc.).
4. serving on NBSTSA Board sub-committees as requested.
5. attending meetings as requested by the President.

Treasurer responsibilities include (but are not limited to):

1. reviewing and requesting explanations for variances to last year and budget, and providing recommendations to the CEO regarding the monthly financial and investment statements.
2. contributing, reviewing and approving the annual budget for presentation to the Board of Directors prior to the fall Board of Directors meeting.
3. reviewing and providing comments related to the annual Form 990, and approving for filing as a member of the Audit Committee.
4. providing a verbal Treasurer report at each Board of Directors meeting.
5. serving on NBSTSA Board sub-committees as requested.

THE NATIONAL BOARD
OF SURGICAL TECHNOLOGY
AND SURGICAL ASSISTING