



ARC/STSA

Accreditation Review Council On Education
In Surgical Technology And Surgical Assisting



**Call for 2025 Nominations
ARC/STSA Board of Directors
Academic Administrator and Public Member Positions**

Available Positions:

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 who 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:

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



Board 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 that apply for accreditation. The Accreditation Committee shall recommend to the appropriate accreditation 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 the 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.

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- ✳ 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.

Board of Directors Composition:

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.

Term & Tenure:

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. No director may serve for more than two full terms in succession. Upcoming appointments will begin September 2025 through August 2028.

Meeting Schedule:

The Board of Directors meets six (6) times a year, typically, once in person in March and five (5) times via digital conferencing.