

## **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.