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**2016 Fall Conference, Business Meeting, and Elections**

The OKSA annual conference and business meeting will be held on

***Saturday, November 19, 2016***

At Moore Norman Technology Center’s Penn Campus

13301 S. Pennsylvania Ave.

Oklahoma City, OK 73170

***Registration, payment, and voting eligibility*** is now available all on our website (ok.ast.org). Registration with on-line payment options will be open on or before October 1, 2016

**ELECTIONS**

In addition to a variety of speakers, elections will be held for the office of Secretary and 3 Board of Directors. OKSA needs YOU!

We also need 3 volunteers to be financial auditors for the OKSA. Duties would include two financial audits (you will be given instructions on how to do this) yearly. Mileage will be reimbursed for these volunteers. Please let us know if you would like to be on the Budget & Finance Committee.

We will also elect 6 delegates and 6 alternates who will act as representatives of Oklahoma at the 2017 AST National Conference. If you will be going to the National conference in New Orleans be sure to submit your name to be a possible delegate. Be a part of how your national organization operates!

Here are details for the National Conference:

## AST's Surgical Technology Conference New Orleans June 6-10, 2017

Conference - Thursday-Saturday, June 8-10, 2017

New Orleans Marriott
555 Canal Street
New Orleans, LA 70130

Please make sure *AST has your correct email address* so you will continue to receive all the latest updates from OKSA and AST!

HOW DO I RUN FOR OFFICE? WHAT ARE THE DUTIES?

OKSA Elected Offices

**President** The President is the official representative of the state association and is responsible, in partnership with the Board of Directors, for the organization’s activities. The President presides at all meeting, works with the Vice President as mentor and serves as an ex-officio member on all committees.

**Vice President** The Vice President actively aids the President and performs the duties of the President when required. The Vice President assists the President with orientation of new officers and committee members, consults with the President regarding the termination of committee appointments and provides assistance in finding replacements, and recognizes outstanding achievements among members and supporters.

**Treasurer** The Treasurer is responsible for the collection, disbursement, protection and accounting of association funds under the guidance of the Board of Directors. The Treasurer chairs the Budget and Finance Committee, prepares the semi-annual financial reports, and advises the Board of all expenditures.

**Secretary** The Secretary records the proceedings of the Board of Directors. The Secretary furnishes a copy of the Board meeting minutes, handles all correspondences, supervises the SA’s newsletter, presents an oral report to the membership and serves as the chair of the Policy and Procedures Committee.

**Board of Directors.** The AST Board of Directors includes the four officers and five elected Directors. The Board transacts business on behalf of the organization in between annual meetings formulates policies and procedures for the state assembly.

Download the [Consent to Serve](http://www.ast.org/uploadedFiles/Main_Site/Content/About_Us/National_Office_Consent.pdf) and [Curriculum Vitae](http://www.ast.org/uploadedFiles/Main_Site/Content/About_Us/National_Office_CV.pdf) forms.

 Send completed forms to kim.shannon@mntc.edu

and bring a hard copy to our annual business meeting

**ELIGIBILITY OF OFFICERS AND BOARD OF DIRECTORS**

**Eligibility of Officers:**

1. Must have been ***a member*** for one year preceding nomination, and must maintain active status as an AST and OKSA member.
2. Must fill out curriculum vitae and consent to serve forms.
3. Other than submitting the required curriculum vitae and consent to serve, **one year of membership** in State Assembly is the only eligibility criteria that will be considered by Credentials Committee.

**Eligibility of President:**

1. ***A candidate for the office of President shall have served at least one full term as a member of the Board of Directors during the previous six years***.
2. Must fill out curriculum vitae and consent to serve forms.
3. Other than submitting the required curriculum vitae and consent to serve, one year of active membership in the State Assembly and confirmation of a previous term on the Board of Directors, are the only eligibility criteria that will be considered by the Credentials Committee.

**Eligibility for Director:**

1. Must have been an AST and OKSA **member for one year** immediately preceding nomination, and must maintain active status.
2. Must fill out curriculum vitae and consent to serve forms.

**DELEGATES**

As required by state bylaws, an election will be held for delegates to the 2017 National Conference. These delegates will be the voice of Oklahoma!

Delegates and alternates MUST attend ALL business meetings and other functions determined by AST. This is a serious responsibility. Each state receives 6 votes and has the opportunity to help shape the future of our organization.

We will elect 6 delegates and 6 alternates for National voting. If you plan to attend the 2017 AST Conference in New Orleans, please consider serving as delegate/alternate. As a side note, there may be a monetary stipend for each delegate *after* they return from conference, and submit a short report about their experience.

OKSA INFO:

Your OKSA Officers and Board of Directors:

President: Kim Shannon, RN, CST (2016-2017)

Vice President: Dana Miles, CST (2016-2017)

Treasurer: Laura (Jody) Muskrat, CST (2016-2017)

Secretary: Karen Silvis, CST (2014-2016)

Directors: Jennifer Wilkerson, CST (2014-2016)

 David Hackett, CST (2014-2016)

 Paul McKnight, CST, CSFA (2016-2016)

 Milton Cope, CST, CSFA (2016-2017)

 Chris Carr, CST (2016-2017)

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