



**MICHIGAN STATE ASSEMBLY
OF THE ASSOCIATION OF SURGICAL TECHNOLOGISTS**

UNDERSTANDING OF DELEGATE RESPONSIBILITIES

I _____, agree to serve as a Delegate of the Michigan State Assembly of the Association of Surgical Technologists at the National Conference in _____ (year) at _____ (City and State).

CRITERIA:

1. The candidate seeking delegate position must be an **ACTIVE MEMBER**
As defined by MSA-AST Bylaw Article III section 1-B and section 2-A
2. AST and MSA-AST require that the delegate candidate's membership and certification be active and remain current through the conference dates. **Copies of each must be submitted with consent to serve form.**
3. **ATTENDANCE RECORD:** The candidate seeking a delegate position has attended 3 out of the last 4 business meetings and workshops. Able to provide documentation upon request.
4. **ACTIVE INVOLMENT IN MSA-AST**
The candidate seeking a delegate position has demonstrated involvement in MSA by attendance at workshops and business meetings, participation in committee work, student association work, committee chair, officer, and/or board member as a Active Members (as defined above) an/or as an Associate Member (student member). **Provide a written statement of your involvement and why you want to serve as a delegate.**
5. **DELEGATE LIMITS:** The number of times the candidate has served as a delegate in the past 5 year period is limited to ensure that all MSA members who seek to represent MSA at Nationals are given the opportunity.
***All candidates seeking a delegate position must meet the first 4 criteria. If delegate slots are still available, candidates who meet the criteria but have served multiple times within the 5 year period will be permitted to represent MSA as a delegate. If there are still slots available, candidates who have attended a minimum of 2 workshops will be considered.**

I understand that I must meet **all** the requirements and duties of a delegate set forth by MSA-AST policy and procedure which includes:

1. Represent MSA-AST in a professional and respectful manner in both actions and words at all times through the conference dates.
2. **Attendance at all business meetings.**
3. **Attendance at the Candidate's Forum**
4. Read all the candidate's statements
5. Meet the candidates as a **group** during the time provided in the exhibit hall. A time will be provided by the Chair delegate. **Delegates must have questions to discuss with the candidates.**
6. Be informed by reading and asking questions regarding the issue(s) to be voted on.
7. Attend the Michigan caucus to discuss your findings with MSA membership.
8. Must vote.
9. Submit Post-Conference Report to MSA-AST **within** 10 business days.

