

Minnesota State Assembly of the Association of Surgical Technologists **Delegate/Alternate Agreement Policies**

Purpose: To encourage CSTs and Minnesota State Assembly (MNSA) Board Members to get involved, serve on the Board, and attend the National AST Conference representing the MN State Assembly as a Delegate/Alternate.

Eligibility to Run for Minnesota State Assembly (MNSA) Delegate/Alternate: Current, active Association of Surgical Technologists (AST) member and have a Minnesota member status.

Eligibility to Vote at the National AST Conference: Current Active Member of AST at the date of the National AST Conference, current NBSTSA certification as a CST (not eligible a CSFA only without a CST), and Pre77's (without currency are not eligible to vote), registered for the entire conference (three days).

Eligibility for Minnesota State Assembly (MNSA) Delegate/Alternate Stipend: The board member must attend and assist in the group pre-/day of/post-workshop responsibilities at one or more Minnesota State Assembly (MNSA) In-Person workshops in the calendar year. The calendar year includes the time from Business meeting to Business meeting. Minnesota State Assembly (MNSA) Board members are expected to participate in at least 80% of Virtual or In-Person Board Meetings.

President – Registration, Hotel stay for the night before pre-conference events, including the State Assembly Leadership Forum (SALF) through the following morning after the Closing Night Reception, and airfare (up to one checked bag), including travel to and from the airport will be paid for by the Minnesota State Assembly (MNSA). They will be responsible for any additional hotel nights of stay pre-conference and post-conference, food, and other trip expenses out of their pocket. The President (Delegate/Alternate and/or current MNSA Board Member) is required to turn in scanned receipts for travel expenses: hotel, airfare, one checked bag to and from, Conference Registration Fee(s), transportation to and from the hotel, food, and beverages (alcoholic beverages excluded) to the Minnesota State Assembly (MNSA) Treasurer or Vice President at mnast2016@outlook.com within one week of the Conference. Travel should be conducted in a cost-efficient manner

Vice President, Secretary, and Treasurer – up to \$2,000⁰⁰ stipend per person as a Delegate/Alternate and/or current MNSA Board Member at the National AST Conference. All money will be reimbursed after the National AST conference ends and all parties have attended and completed all the required meetings and sessions outlined in the Delegate/Alternate agreement. ALL Delegate/Alternates are required to turn in the expense receipts from the Conference listed in the “Required Expense Receipts” paragraph below to be scanned and submitted electronically to the Minnesota State Assembly (MNSA) Treasurer or President at mnast2016@outlook.com within one week of the Conference. Reimbursement will not exceed the signed contract on the “Delegate/Alternate Agreement Form.”

Directors – up to **\$1,800.00** stipend per person as a Delegate/Alternate and/or current MNSA Board Member at the National AST Conference. All money will be reimbursed after the National AST Conference ends and all parties have attended and completed all the required events outlined in the Delegate/Alternate agreement. If they do not fulfill all requirements outlined in the Delegate/Alternate agreement, they will not be reimbursed by the Minnesota State Assembly (MNSA). All Delegate/Alternate are required to turn in the expense receipts from the Conference listed in the “Required Expense Receipts” paragraph below to be scanned and submitted electronically to the Minnesota State Assembly (MNSA) Treasurer or President at mnast2016@outlook.com within one week of the Conference. Reimbursement will not exceed the signed contract on the “Delegate/Alternate Agreement Form.”

Non-MNSA Board Members – up to **\$800.00** stipend per person as a Delegate/Alternate who has previously served on the Minnesota State Assembly (MNSA) Board. A member who runs for Delegate/Alternate who has not served on the Minnesota State Assembly (MNSA) Board will be reimbursed for the National AST **Conference Registration Fee only**. They will sign the “Delegate/Alternate Agreement Form,” attend and complete all requirements outlined in the Delegate/Alternate Agreement to receive a stipend after the National AST Conference. If they do not fulfill all requirements outlined in the Delegate/Alternate agreement, they will not be reimbursed by the Minnesota State Assembly (MNSA). ALL Delegate/Alternates are required to turn in ALL Delegate/Alternates are required to turn in the expense receipts from the Conference listed in the “Required Expense Receipts” paragraph below to be scanned and submitted electronically to the Minnesota State Assembly (MNSA) Treasurer or President at mnast2016@outlook.com within one week of the Conference. Reimbursement will not exceed the signed contract on the “Delegate/Alternate Agreement Form.”

Required Expense Receipts –

If the Delegate/Alternate and/or MNSA Board Member does not fulfill all requirements outlined in the Delegate/Alternate and/or MNSA Board Member agreement, MNSA will not reimburse them. ALL Delegates/Alternates must turn in the scanned required expense receipts from the Conference listed below to the Minnesota State Assembly (MNSA) Treasurer or President at mnast2016@outlook.com within one week of the Conference. The defined Stipend reimbursement will not exceed the signed contract on the “Delegate/Alternate Agreement Form.” The listed items below qualify for stipend reimbursement:

- Hotel stay from the night before pre-conference events, including the State Assembly Leadership Forum (SALF), through the morning after the Closing Night Reception.
- Round Trip Airfare to the Conference.
- One checked bag to and from Conference.
- Conference Registration Fee.
- Transportation to and from the hotel.

- Attendees' summary of their Conference experience of the education sessions, business meetings, and/or AST events.

Written summary – All Delegates/Alternates and/or MNSA Board Member will be required to submit a written summary of their Conference experience of the education sessions, business meetings, and/or AST events to the Minnesota State Assembly (MNSA) Treasurer or President at mnast2016@outlook.com within one week of the Conference before receiving a stipend reimbursement check. This will highlight the Conference when sharing with the Minnesota State Assembly (MNSA) members what our Delegates/Alternates experienced and learned while attending the National AST Conference as a Minnesota State Assembly (MNSA) representative. Excerpts may be published on social media, the MNSA Website, or at the MNSA Workshops.

Stipend Reimbursement – Allow up to three weeks post-conference for receipts to be reviewed by two or more executive Minnesota State Assembly (MNSA) officers before a stipend reimbursement check will be issued. Stipend reimbursement will not exceed the signed contract on the “Delegate/Alternate Agreement Form.” If the Delegate/Alternate does not fulfill all requirements outlined in the “Delegate/Alternate Agreement,” they will NOT be eligible for reimbursement by the Minnesota State Assembly (MNSA).

Required Conference Events for Delegates/Alternates and/or MNSA Board Member –

- AST Opening Ceremony
- AST Business Session I, II, and III *(If applicable)*
- AST Candidates Forum
- AST Delegate/Alternate Delegate Discussion Following Candidates Forum
- AST Voting (Delegates and Alternate Delegates)
- Provide Written Summary
- State Assembly Leadership Forum (SALF) whenever offered. *(Optional-highly recommended.)*

If a member does not meet the “Delegate/Alternate Agreement” and/or Pre-Conference and Post-Conference requirements, the board will meet to review the delegate’s stipend request and vote on reimbursement.

What is a Receipt?

The [Accounting Tools](#) website defines a receipt as a written document triggered by a third party's receipt of something of value. This document acknowledges that the item has been received. A receipt may contain the date of the transfer, a description of the item received, the amount paid for the item, any sales tax charged as part of the transfer, and the form of payment (such as with cash or a credit card).

Social Dinner—As a “Thank You” for attending and serving as a Minnesota State Assembly (MNSA) Delegate/Alternate at the National AST Conference, the Minnesota State Assembly (MNSA) Executive

Board organizes a Social Dinner night out. The Social Dinner is usually planned for the second night of the National AST Conference, and the Minnesota State Assembly (MNSA) pays for the transportation, food, and beverage expenses.

Dress code for Business Sessions—Attire for all events attended as a Delegate/Alternate at the National AST Conference should be professional/business casual. (For example, no jeans and no shorts.) The Delegate/Alternate must always wear the National AST Conference name badge, which displays the Delegate ribbon during the National AST Conference.