



2009-2010 State Officers

HOSA, TA OFFICERS

Section D

Revised August 2009

This section contains:

- HOSA Officers
- Duties of Officers
- Officer Leadership Information
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HOSA OFFICERS

Texas HOSA officers are important student ambassadors, leaders, and role models for HOSA members. In order to fulfill the responsibilities of serving as an officer and promoting HOSA in Texas, officers must participate in leadership development training and perform specific leadership duties.

HOSA Chapter Officers:

- Conduct HOSA business at the chapter level
- Encourage 100% HOSA membership
- Plan and lead local chapter activities
- Help plan a budget and fundraising
- Encourage leadership activities, community service projects, and competitive event participation

HOSA Area Officers:

- Conduct Area HOSA business according to the HOSA, TA Bylaws
- Participate in officer leadership training
- Help plan the area budget
- Plan and lead area conferences and fall leadership training
- Communicate with chapter officers and HOSA members

HOSA State Officers:

- Conduct State HOSA business according to the HOSA, TA Bylaws
- Participate in officer leadership training and conferences
- Plan the state Program of Work for HOSA, TA
- Help plan the state budget
- Plan and lead HOSA State Conference
- Communicate with area officers, chapter officers, and HOSA members

DUTIES OF CHAPTER OFFICERS

President:

- Conduct meetings according to chapter bylaws and standing rules
- Take the leadership role when working with officers and members
- Develop Program of Work and coordinate activities with chapter advisor
- Keep chapter meetings and activities on task
- Appoint committees and serve as an ex-officio member

Vice President:

- Assist the president in all leadership functions
- Preside over chapter activities in the absence of the president
- Assume the duties of president should the office be vacated
- Coordinate all committee work

Secretary:

- Prepare the minutes of meetings, chapter correspondence and reports
- Help develop meeting agendas with the president
- Record the roll at all chapter meetings
- Work with the treasurer in maintaining membership data
- Read minutes and communications at chapter meetings

Treasurer:

- Maintain efficient management and documentation of chapter funds
- Help collect state and national HOSA dues
- Keep financial records neat and accurate
- Assist in preparing the chapter budget

Historian:

- Maintain a history of local HOSA chapter activities throughout the year
- Compile the local chapter's Outstanding HOSA Chapter book
- Present the Outstanding HOSA Chapter book at Competition

Reporter:

- Maintain written records of chapter successes and achievements
- Submit articles to local newspapers, state & national HOSA
- Coordinate the publication of chapter newsletters
- Submit chapter newsletter in the National HOSA Chapter Newsletter event

DUTIES OF AREA OFFICERS

President:

- Serve as a representative for HOSA, TA as well as the Area Executive Council
- Serve as the presiding officer of all HOSA, TA Area meetings and functions
- Serve on the State Executive Council
- Develop an annual Area Program of Work
- Work to ensure the goals of HOSA, TA are accomplished

Vice President:

- Preside in the absence of the President and assume duties, if necessary
- Serve on the State Executive Council
- Serve as the Credentialing Committee Chairman for area officer candidates
- Serve in any capacity as directed by the President
- Work to ensure the goals of HOSA, TA are accomplished

Secretary:

- Record official minutes of meetings of the Area Executive Council
- Record attendance for each meeting
- Send correspondence as directed by the President
- Serve in any capacity as directed by the President

Historian:

- Collect digital pictures from all active HOSA chapters in the area
- Plan and develop a multimedia show for Area Conference
- Serve in any capacity as directed by the President

Reporter:

- Complete Fall and Spring Area Newsletters and submit for web posting
- Stand ready to serve in the event that a state office becomes vacated
- Work to ensure the accomplishment of the goals of HOSA, TA
- Serve in any capacity as directed by the President

DUTIES OF STATE OFFICERS

President:

- Serve as the presiding officer of all HOSA, TA State meetings and functions
- Serve as a voting member of the HOSA, TA Board of Directors
- Develop an annual State Program of Work
- Work to ensure the goals of HOSA, TA are accomplished

Secondary Vice President:

- Preside in the absence of the President and assume duties, if necessary
- Serve as a voting member of the HOSA, TA Board of Directors
- Serve as chairman of the Credential Committee for officer state candidates
- Work to ensure the goals of HOSA, TA are accomplished
- Serve in any capacity as directed by the President

Postsecondary/Collegiate Vice President:

- Serve as representative for the Post-Secondary/Collegiate Division, HOSA, TA
- Serve as a voting member of the HOSA, TA Board of Directors
- Work with the Postsecondary/Collegiate State Advisor to accomplish goals
- Work to ensure the goals of HOSA, TA are accomplished
- Serve in any capacity as directed by the President

Secretary:

- Record official minutes of meetings of the State Executive Council
- Record attendance for each meeting
- Send correspondence as directed by the President
- Serve in any capacity as directed by the President

Historian:

- Collect digital pictures from active HOSA members and chapters
- Plan and develop a multimedia show for State Conference
- Serve in any capacity as directed by the President

Reporter:

- Complete Fall and Spring Area Newsletters and submit for web posting
- Stand ready to serve in the event that a state office becomes vacated
- Work to ensure the accomplishment of the goals of HOSA, TA
- Serve in any capacity as directed by the President

HOSA OFFICER LEADERSHIP INFORMATION

Serving as an officer is a twelve-month commitment to Texas HOSA. It is essential that members desiring to serve as an officer be able and willing to commit the time to fulfill all the duties and responsibilities of a HOSA officer.

Texas HOSA has wonderful leadership development opportunities for students elected to serve as an area or state officer. Leadership training includes:

1. State officers serve as voting delegates at the National Leadership Conference and also attend the Leadership Academy for state officers. State officers receive an official HOSA Uniform (excluding shirt, shoes and hose/socks) from HOSA, TA.
3. Area and State officers, Board of Directors, Area and State Conference Chairs, Fall Leadership Chairs, and some officer advisors attend the Texas Leadership Development Institute. The planning meeting and leadership training is held over a 3-day weekend usually in July or August.
4. Area and State officers participate in their own Fall Area Leadership Conference.
5. State officers participate in a fall meeting, usually in November, to plan the Spring Conference. Students meet at the conference hotel on a Thursday night, Friday and Saturday until noon.
6. Area and State officers conduct the Spring Leadership Conferences and serve as the Credentialing Committee for new officer candidates. Students are responsible for the general sessions and voting delegate business meeting.
7. The state president, state secondary vice-president, and state postsecondary / collegiate vice-president serve as voting members on the HOSA, TA Board of Directors and attend the four annual meetings of the Board to represent the Texas HOSA members. Meetings are usually held
 - a. the second weekend in January
 - b. prior to the state conference
 - c. prior to the HST Professional Development Conference in July
 - d. during the Leadership Development Institute.

HOSA, TA

OFFICER CANDIDATE APPLICATION

Name _____ Current Grade Level ___ Male/Female ___
HOSA Area _____
Home Address _____
City, State, Zip Code _____ Home Phone (____) _____
Cell Phone _____
E-mail: _____

(Information will be sent to you via your email address so please print it legibly)

Please circle which level are you seeking an officer position: **Area** **State** **National**

Advisor _____ School _____
School Address _____
City, State, Zip Code _____
School Phone (____) _____ School Fax (____) _____
Alternate Phone (____) _____
Advisor e-mail: _____
Advisor Home Phone: (____) _____

Student / Parent Affidavit

If elected, I agree to:

1. fulfill all of the duties and functions of my office (pages D-2, D4, D5);
2. attend all officer leadership training (page D-6);
3. attend and fulfill designated duties at planning meetings, fall leadership, area, state, and national conferences, and;
4. wear the official HOSA uniform at all HOSA functions.

In the event I cannot fulfill my official duties, I agree to resign.

Candidate Signature / Date

Parent/Guardian Signature / Date

Student Officer Advisor Affidavit

If my student, _____, is elected to Area or State office, I agree to:

1. Work with the officer to assure that all responsibilities are performed professionally;
2. Assist the officer in completing assignments by the due date;
3. Assist the officer in making travel arrangements and obtaining financial support for travel.
4. Assist the officer with completing travel reports;
5. Assist the officer in preparing speeches, newsletters and other correspondence;
6. Serve as chaperone to your officer during travel and stay at same conference hotel as the officer;
7. Affiliate your officer candidate in your HOSA Chapter;
8. Serve as your officer's chaperone during travel, planning meetings, conferences and other activities;
9. Assist the officer in conducting Area or State leadership business and general sessions;
10. Work with Area or State Officer Coordinator to facilitate the duties of the officer;
11. Inform the school/administration of the officer and advisor duties.

Advisor Signature

Date

Print Advisor Name

Area

Administrator Affidavit

As the administrator of the school/district this HOSA Officer Candidate attends, I agree to the following if _____ is elected to serve as an Area or State HOSA officer:

1. Support the officer and advisor in fulfilling their responsibilities.
 - a. Student Officers and Advisors must attend the Leadership Development Institute held in the summer for all Area and state Officers.
 - b. Attend their Area Fall Leadership Conference; Area and State Spring Leadership Conference; and other planning meetings determined by their office.
2. Assist the officer and advisor in obtaining financial support for travel.
 - a. Provide student and advisor transportation and expenses
3. Become familiar with the duties of the officer and advisor.
4. Support HOSA, TA Board policy which states advisors and HOSA students must stay at the designated conference headquarters hotel during Spring and State Leadership Conferences.

Administrator Signature

Date

Print Administrator Name and position

School/District

HOSA, TA

OFFICER CANDIDATE PACKET

1. Active secondary HOSA members who are classified as sophomore or junior Health Science students are eligible to seek an area or state office. Active postsecondary/collegiate HOSA members that have one year remaining prior to graduation are eligible to seek state office.
2. Officer candidates must have the sponsorship of the school administration and local HOSA Advisor when seeking AND while holding office.
3. Elected officer positions include:

<u>AREA</u>	<u>STATE</u>
President	President
Vice President	Vice President, Secondary
Secretary	Vice President, Postsecondary/Collegiate
Historian	Secretary
Reporter	Historian
	Reporter
4. **Each chapter** may submit a maximum of two (2) area officer candidates, one (1) state officer candidate, and one (1) national officer candidate for the credentialing process at the area leadership conference. **Each area** may endorse a maximum of four (4) state officer candidates and two (2) national officer candidates for the credentialing process at the state leadership conference.
5. **Each state** may endorse a maximum of two (2) national candidates for each membership division. National officer candidates must have served as an area or state officer. The National Officer Candidate packet may be obtained from the HOSA, TA Executive Director after candidates have received endorsement from the area and state Voting Delegates. Candidates that are credentialed will be running for the same level of membership. Secondary members may run for offices only on Secondary membership level. National candidates **MUST** be credentialed at their Area and State Leadership conference to receive endorsement. The **complete** National Officer Packet must be **postmarked by May 1** and sent to:

Belinda Mahone, Texas HOSA State Advisor
155 Hunter's Glen Dr
Waxahachie, Texas 75167
6. The HOSA, TA Officer Application must include the following **original** forms:
 1. signed, completed application packet (**D7, D8, D9, D12**);
 2. resume;

3. two letters of endorsement (one that can serve as a character reference and one that can speak for your overall professional credentials); and
 4. **Current** transcript.
 5. **All Officer Applicants must be registered for each conference**
7. Each candidate must submit a **complete** application packet. The local advisor should keep one copy of the application. **All area, state, and national officer applications must be postmarked at on or before the date listed on the chart below for your area, state, or national application and mailed to:**

Belinda Mahone, Texas State HOSA Advisor
 155 Hunter's Glen Dr
 Waxahachie Texas 75167

Deadlines for Officer Candidate Packet Postmark

Area	2010 Conference Dates	Postmarked by
1	January 29-30, 2010	January 6, 2010
2	January 22-23, 2010	December 18, 2009
3	February 26-27, 2010	February 3, 2010
4	February 19-20, 2010	January 27, 2010
5	January 15-16, 2010	December 18, 2009
6	February 12-13, 2010	January 20, 2010
7	February 5-6, 2010	January 27, 2010
State	April 15-17, 2010	March 10, 2010

8. **NO LATE OR INCOMPLETE APPLICATIONS WILL BE ACCEPTED.**
9. Area, State and National officer candidates must score at least 70% on an Officer Candidate online test to qualify for credentialing at Area Conference. All State and National officer candidates must score at least 70% on an Officer Candidate online test to qualify for credentialing at the State Conference. The Officer Candidate test questions will be 60% HOSA and 40% Parliamentary Procedure. The questions will be taken from the following references:
- Robert's Rules of Order, Newly Revised
 - HOSA, TA Bylaws (current)
 - National HOSA Bylaws (current)
 - HOSA National Website <http://www.hosa.org>
 - HOSA, TA Student Handbook (current) <http://www.texashste.com>
 - National HOSA Handbook, Section A (history)
 - National HOSA Policy & Procedure Manual
 - HOSA, TA State Web site

10. Officer candidates and all elected officers are expected to wear HOSA Uniform during the credentialing process, when conducting HOSA business, and during all general and business sessions.
11. The credentialing process will include a survey of the application, an online test, and no more than a 10-minute interview by the credentialing committee. Interview times will be published in the Conference Agenda.
12. Candidates that are credentialed will give a 2-3 minute speech during the conference business session.
13. The voting delegates elect area and state officers and national officer candidates during the area and state conferences.
14. Students elected to any HOSA, TA office who graduate prior to the end of the term of office must forfeit their office.
15. All officer expenditures for travel must have **prior** approval by the Board of Directors. Approval will be based on the approved annual budget and the Policies and Procedures of the HOSA, TA Board of Directors.
16. Reimbursements will be processed when the officer submits original receipts and a completed Travel Voucher to the area senior board member. After Board approval, the receipts with a signed payment voucher will be submitted to the HOSA, TA accountant for payment. State Officers must submit original receipts and a completed Travel Voucher to the President of the Board of Directors for approval and processing.

I have read and understand the rules pertaining to officers, the credentialing process, and the campaign rules.

Candidate Signature / Date

Advisor Signature / Date

Print Candidate Name

Print Advisor Name

HOSA, TA

OFFICER ELECTION

CREDENTIALING PROTOCOL

1. The credentialing committee for each area shall be composed of the current area officers and one state officer (if member of that area). The committee for state shall be composed of state officers.
2. The Vice President(s) shall serve as the Credentialing Committee chair(s). One member of the HOSA, TA Board of Directors shall serve as facilitator for the credentialing process.
3. Each Candidate will register and take the on line exam.
4. The Credentialing Committee members shall ask the same questions to each candidate.
5. **In the event a current officer is seeking an office, he/she will not be permitted to serve on the credentialing committee.**
6. Candidates must have a one minute speech prepared for the Credentialing Committee on the current years National Theme.
7. The credentialing committee chair shall post the slate of candidates prior to the opening session outside the Tabulation Room.
8. The Credentialing Committee is responsible for slating candidates based on the candidates total rating and with consideration for the candidates preferred office.

CAMPAIGN RULES

1. No campaigning will be permitted prior to the posting of the slate of candidates.
2. A candidate may not spend more than \$5.00 on campaign materials.
3. Campaign speeches will be given at the Voting Delegate Meeting during the area and state leadership conferences. Campaign speeches may not exceed three (3) minutes.
4. All campaign material must be removed/cleaned up immediately after the voting process has taken place.

Campaign Speech Pointers

1. Campaign speeches should display the candidate's qualifications for office as well as their platform. The candidate's platform should include goals, ideas and initiatives that will promote the mission of Texas HOSA.
2. Great campaign speeches reflect a thorough understanding of the purpose of Texas HOSA. Think of an appropriate theme, slogan, or acronym that helps voting delegates remember you! Campaign speeches provide the opportunity for a candidate to inspire delegates to action and win votes. Be creative!
3. Start early to prepare. 90% of successful speaking is determined by how well you have thought through what you are going to say.
4. Make an outline that includes:
 - a. Introduction – start with something strong and relevant to get their attention (story, quote, fact)
 - b. Body – include what is important to your audience and how you can serve their needs as well as your credentials
 - c. Conclusion – summarize/reinforce the central theme and end with a clincher statement
5. PRACTICE! Practice! Practice! Practice in front of the mirror, friends, parents, and the class. Effective speeches should never be read. Use note cards only for key points to keep you on task.
6. Deliver with purpose and power! The presentation is more important than the words spoken. First impressions are powerful, so dress appropriately and walk with crisp precision. Use good eye contact, posture and hand gestures. Speak with conviction and enthusiasm. Vary the tone of your voice, rate and volume. Speak clearly, enunciate and smile!
7. Stay relaxed! Manage nervousness by taking deep breaths prior to the speech, pause and smile at the audience before speaking, and limit caffeine prior to speaking.
8. Contact a current officer! The best resource in preparing for the credentialing process is to talk with a current Texas HOSA officer. They have a wealth of knowledge and experience to share!

HOSA, TA

OFFICER CANDIDATE CREDENTIALING

QUESTIONS

INSTRUCTIONS: To assure fairness and consistency, each candidate at area/state will be asked the same questions. Credentialing officers may select one or more questions from each category plus the mandatory questions. Credentialing officers shall decide which officer will ask each of the questions during the interview.

HOSA RELATED

1. What do you feel is the most important statement in the HOSA Creed? Why?
2. What is the HOSA Motto? What does it mean to you?
3. State this year's National HOSA Theme, and explain what it means to you.
4. If someone at school asked you "What is HOSA?" how would you respond?
5. What part of the HOSA Emblem is the most important to you? Why?
6. What were the six founding charter states in National HOSA?

LEADERSHIP

1. What leadership quality do you believe is the most important for an officer? Why?
2. What leadership qualities do you have?
3. What motivated you to run for office?
4. What do you plan to contribute or accomplish if elected to serve?
5. Identify an ITEM that best represents your leadership style? Why?

HEALTH SCIENCE TECHNOLOGY RELATED

1. What are important factors to consider when choosing a health career?
2. What are your career goals? How will you achieve these goals?
3. What have you enjoyed studying the most in Health Science? Why?
4. If asked to speak at an open house about Health Science, what would you say?
5. What is the most important thing you have learned in Health Science? Why?
6. What experiences have you had because of your Health Science courses?

PARLIAMENTARY PROCEDURE

1. What is the benefit of studying parliamentary procedure?
2. What purpose does an amendment serve?
3. What is a main motion?
4. What is the official reference for parliamentary procedure?
5. What are the two types of committees?
6. What does the term "germane" mean?

PERSONAL ACTIVITIES

1. What extracurricular activities are you involved in this year?
2. What personal qualities promote success? Why?
3. What personal achievement are you most proud of? Why?
4. What do you consider your major asset? Why?
5. What family member has had the greatest influence in your life? Why?
6. What activity has been the greatest challenge for you? Why?

MANDATORY QUESTIONS

1. How do you set priorities for your time?
2. What office do you feel you are best suited for, and why??
3. What are the duties of the office that you would like to run for?
4. What activities may interfere with your duties as a HOSA officer?
5. Briefly list the leadership training and officer activities that officers are required to attend.
6. Are you committed to make your HOSA responsibilities a top priority if elected?
9. How will you serve as a role model for TEXAS HOSA members?
10. Are you be willing to accept any officer position this committee feels you are best suited?

State Officer Candidate Questions

There will be 3 questions ask of the State Candidates, to be selected from the National List by the current State Officers

HOSA, TA

OFFICER CANDIDATE RATING SHEET

Officer Candidate Name _____ Area _____
 Office Seeking _____ Date _____

Please use the following scale to rate the candidate's interview:

- 5 - Excellent
- 4 - Very Good
- 3 - Good
- 2 - Fair
- 1 - Poor

1. PROFESSIONAL IMAGE

Was the candidate well groomed and dressed appropriately?	5	4	3	2	1
Did the candidate have good posture and poise?	5	4	3	2	1
Did the candidate project a positive image?	5	4	3	2	1

2. ATTITUDE

Did the candidate show enthusiasm during the interview?	5	4	3	2	1
Did the candidate display an eagerness to serve?	5	4	3	2	1
Is the candidate committed to attend all officer functions?	5	4	3	2	1

3. CONTENT

Did the candidate answer the questions appropriately?	5	4	3	2	1
Did the candidate display knowledge of officer duties?	5	4	3	2	1
Did the candidate display knowledge of HOSA?	5	4	3	2	1

4. DELIVERY

Did the candidate have good voice quality?	5	4	3	2	1
Did the candidate maintain good eye contact?	5	4	3	2	1
Did the candidate have good diction and grammar?	5	4	3	2	1

Interview Score = _____ TOTAL = _____

COMMENTS:

Interviewer's Signature _____

HOSA, TA - STATE

“MEET THE CANDIDATE” RALLY QUESTIONS

You have been hired for your first job. At the time of hire, your employer said that you could have time off for the State Conference. When the March schedule is posted, you realize that you are scheduled to work during the Conference. What do you do?

You have extended yourself to the point where you have so many responsibilities that you can no longer fulfill all your commitments. What will you do?

You arrive at a conference prepared to do a workshop on Parliamentary procedure. The advisor decides that your workshop should be on Team Building. What will you do?

Your grades are falling and your advisor is refusing to allow you to participate in any further HOSA activities until your grades improve. You are scheduled to speak to a new HOSA chapter on the benefits of HOSA. What will you do?

The day before the state conference you have a family emergency that will prevent you from participating and fulfilling your responsibilities. What will you do?

As a member of the Executive Council, you notice that one of the officers is not fulfilling his/her duties. What would you do?

As an officer, you are sent to a school that does not have a HOSA chapter. What would you say to the students, teacher, and principal to convince them to start a HOSA chapter?

You have a personality conflict with one of the other officers, and it is beginning to affect your performance as an officer. How will you handle the situation?

You find out that there is an opportunity for one officer to travel to Austin to represent HOSA at the capitol. How would you decide who will attend?

At the HOSA social, you see another student who has apparently been drinking. What will you do?

You are on the elevator with a group of HOSA students who are bragging about sneaking out after curfew and leaving the hotel. What are you going to say and do?

As an officer, what would you say to encourage other students to run for office?

You have 2 minutes on a national television network. What would you say about HOSA?

Area Student Officer Coordinator

Starting Date: May 15----- ending date Spring Leadership Conference Closing

General Statement of Duties:

The HOSA Area Officer Coordinator shall be responsible for the activities and duties of the Student Area Officers. The HOSA Area Officer Coordinator must be an affiliated HOSA member in good standing employed by the school district.

Essential Job Functions:

- To attend the Officer Leadership Development Institute and any planning meeting involving the Student Officers.
 1. Facilitate Student Officers in pre-planning of Fall Leadership and Spring Conference.
 2. Encourage Student Officers to participate and meet the goals set by the State and Area Officers.
 3. Assure a quorum at all meetings.
 4. Work with Student Officers on budget constraints.
- To assist the Area Officers in the Area Fall Conference and the Area Spring Conference planning, coordinating, and implementing of:
 1. General Sessions: set-up, equipment, sound, lights, music, AV materials, Announcer, Key Note Speaker, Script and all practice sessions.
 2. Social Events: organization and purchasing materials.
 3. Advisor Appreciation Awards: ordered through State Advisor
 4. Hotel reservations: Make reservations for Area Officers and Officer Advisors as needed.
 5. Meeting Deadlines: Responsible for Area Officers meeting deadlines set by Fall & Spring Leadership Conference Chairs.
- Serve as a Liaison between Area Student Officers and Area Spring Leadership Chairs, Texas State HOSA Advisor and HOSA, TA Board Members.
 1. Relay any correspondence from Student Officers to Conference Chairs.
 2. Coordinate with HOSA, TA State Advisor.
 3. Inform Conference Chair of needed equipment.
- Facilitate meetings, chat rooms, phone calls, etc. with Officers.
- Assist Area Officers with presentations.
- Assist the Student Officers in preparation for Officer Credentialing.
- Proof, edit and monitor Area Facebook to include securing appropriate releases.
- Request stipend, after completion of an activity report after the Spring Leadership Conference through the Senior Board Member.

2009-2010 Student Officer Coordinators

Area	Advisor
1	Rose Ann Seal Judson Senior High School rseale@judsonisd.org
2	Tana Holmes LV Hightower HS Tana.holmes@fortbendk12
3	Daun Kopca North Garland High School DMKopca@garlandisd.net
4	Leslie Wall Silva Health Magnet lwall@episd.org
5	Nickey Williams Arlington High School dwill7@aisd.net
6	Kelly Cowan Pasadena Memorial High School 6110 kecowan@pasadenaisd.org
7	Charmain Bradford South Texas High School for Health Professions Kay.bradford@stisd.net