



2011-20112 State Officers

HOSA, TA POST-SECONDARY OFFICERS

SECTION E

Revised 2011

This section contains:

- HOSA Officers
- Duties Post-Secondary Officers
- Officer Leadership Information
- Post-Secondary Officer Candidate Application
- Post-Secondary Officer Candidate Packet

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 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 Texas 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
- Assist the advisor in preparing and maintaining chapter budget
- Keep financial records neat and accurate

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 Post-Secondary/Collegiate Vice President

- Serve as representative for the postsecondary/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

HOSA OFFICER LEADERSHIP INFORMATION

Serving as an officer is a twelve-month commitment to HOSA, TA. 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.

HOSA, TA 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.
2. State officers, board of directors, fall leadership chairs, area and state conference chairs, officer coordinators and officer advisors must plan to attend the Leadership Development Institute, held in July or August, for the purpose of planning conference activities, budgeting for activities and leadership training.
3. State officers participate in their own fall area leadership conference.
4. State officers participate in a fall planning meeting, usually held in November, for the purpose of organizing the state leadership conference. Students will meet at the conference hotel on a Thursday night and depart on Saturday at noon. Officers must be prepared with their ideas for the state program cover, pin and shirt design.
5. State officers' conduct the state leadership conferences and serve as the Credentialing Committee for new officer candidates. State officers are responsible for the general sessions and voting delegate business meeting.
6. 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. prior to the professional development conference in July
 - b. during the Leadership Development Institute in August
 - c. during the first week of January
 - d. prior to the Texas HOSA state conference
7. In addition to the four annual board of directors meetings, State officers are expected to attend two additional meetings:
 - a. Washington Leadership Academy
 - b. The November planning meeting for state conference

HOSA, TA

POST SECONDARY OFFICER CANDIDATE APPLICATION

Name _____ Classification ___ Male/Female ___
 HOSA Area _____
 Birth date _____
 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 legibly)

Please circle which officer position you are seeking **State** **National**

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

Student 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
4. Wear the HOSA uniform at all HOSA functions including the credentialing process.
5. Maintain academic honesty and uphold a positive reflection of your school, state and HOSA, TA

In the event I am unable to fulfill my official duties, I will resign my position as officer.

 Candidate Signature / Date

Post-Secondary Student Officer Advisor Affidavit

If my student, _____, is elected to a state office, I agree to:

1. Affiliate the officer candidate with my HOSA chapter;
2. Work with the officer to assure that all responsibilities are performed professionally;
3. Assist the officer in completing assignments by the due date;
4. Assist the officer in making travel arrangements and obtaining financial support from the institution;
5. Work with state advisor to facilitate the duties of the officer; and
6. Inform the school/ administration of the officer's duties.

Advisor Signature

Date

Print Advisor Name

Institution

Administrator Affidavit

As the administrator of the institution for this HOSA officer candidate, I agree to the following if _____ is elected to serve as Texas HOSA Post Secondary/Collegiate officer:

1. Support the officer and advisor in fulfilling their responsibilities.

Student officers must attend the Professional Development Conference, Leadership Development Institute held in the summer, Washington Leadership Academy, fall leadership, area and state leadership conferences and planning meetings as determined by their office.

2. Assist the officer in obtaining financial support for travel, lodging and meal expenses.
3. Become familiar with the duties of the officer.
4. Support HOSA, TA board policy which states Texas HOSA officers must stay at the designated conference hotel during their area and state leadership conferences.
5. Support students nominated for a national office by paying for expenses to the national leadership conference. If elected to the position, then national HOSA will cover all other expenses including extended hotel stay, meals and travel home.

Administrator Signature

Date

Print Administrator Name and position

Institution

HOSA, TA

POST SECONDARY/COLLEGIATE OFFICER CANDIDATE PACKET

1. Active post-secondary/collegiate HOSA members that have at least one year remaining prior to graduation are eligible to seek a state office. Graduating seniors may not be elected to 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:
 - Postsecondary/Collegiate Vice President
4. **Each Post-Secondary chapter** may submit a maximum of one (1) state officer candidate at the credentialing process at state leadership conference, and one (1) national officer candidate for the credentialing process at the area and 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 state officer. The National Officer Candidate packet may be obtained from the Texas HOSA State Advisor 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. Post-Secondary members may run for offices only on Post-Secondary membership level. National candidates must be credentialed at the state leadership conference to receive endorsement.
6. The HOSA, TA officer application must include the following **original** forms:
 - signed, and completed application packet (**D7, D8, D9, D12**)
 - résumé
 - two letters of endorsement (one that can serve as a character reference and one that can speak for your overall professional credentials)
 - **Current** transcript.
 - **All post secondary officer applicants must be registered as an officer candidate for state conference.**
 - **Candidate must label mailing envelope “State Officer Candidate Application”**
7. Each candidate must submit a **complete** application packet. The candidate should keep one copy of the application. **All post secondary state, and national officer applications must be postmarked on or before the state conference registration deadline.**

8. HOSA, TA Board President
12020 Oberlin
Dallas, Texas 75243
RE: State Officer Candidate Application

9. The **complete** national officer packet must be ***postmarked April 22, 2011.***

HOSA, TA Board President
12020 Oberlin
Dallas, Texas 75243

10. **NO LATE OR INCOMPLETE APPLICATIONS WILL BE ACCEPTED.**

11. 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 test to qualify for credentialing at the state conference. State and national candidates will not be credentialed at their respective area conference but must have taken the online test and be present for the credentialing exam at state. The officer candidate's test questions will be 60% HOSA and 40% Parliamentary Procedure.

12. 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.texashosa.org>
 - National HOSA Handbook, Section A (history)
 - National HOSA Policy & Procedure Manual
 - HOSA, TA website

13. Officer candidates and all elected officers are expected to wear the HOSA uniform during the credentialing process, when conducting HOSA business, and during all general and business sessions.

14. The credentialing process will include a survey of the application, a test, and no more than a 10-minute interview by the credentialing committee. Interview times will be published in the conference agenda.

15. Candidates who are credentialed will give a 2-3 minute speech during the conference business session.

16. The voting delegates elect state officers and national officer candidates during the state conference. Newly elected state officers begin their duties after installation, at the closing session of the state conference, and end their duties the following year after the installation of the new officers. Officers not present for installation will not be inducted.

17. Students elected to any HOSA, TA post secondary office who graduate prior to the end of the term of office must forfeit their office.
18. HOSA, TA reserves the right to remove an officer from office if an officer is found to commit academic dishonesty or failure to uphold a positive reflection of one's position in anyways.
19. 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.
20. Reimbursements will be processed when the officer submits original receipts and a completed Request for Payment form to the Texas HOSA state advisor. After approval, the receipts will be submitted to the HOSA, TA board president

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

Candidate Signature / Date

Advisor Signature / Date

Print Candidate Name

Print Advisor Name

Process for Post-Secondary Students Seeking an Officer Position:

Post-Secondary Students seeking State Post-Secondary Vice President or National Office:

- Affiliate with state and national HOSA
- Submit application to state advisor by state registration deadline stated in the conference memo. Applications not postmarked by deadline will not be accepted.
- Register for conference
- Pass the state officer exam with at least a 70% (HOSA uniform required)
- Interview with the Credentialing Committee at state conference which will include a 1 minute speech (HOSA uniform required)
- Officer candidates must be slated, then approved by the voting delegates
- Slating of officers posted by tabulation room after interview process
- Introduction of officer candidates during opening session
- Speeches during voting delegate business meeting
- Voting by delegates
- Announcement of elected officers to candidates by state advisor
- Installation of officer begins the term of office and ends at closing at the end of the year
- Officer must be enrolled in a post- secondary institution without receiving a bachelor's degree

National Officer Candidates

- Candidates must have served as an state officer
- National officer candidates must obtain the national application from the state advisor
- National application must be completed and mailed to the state advisor by the deadline stated.
- Applications not postmarked by deadline will not be accepted
- State advisor will submit application to national HOSA by the deadline

HOSA, TA OFFICER ELECTION

CREDENTIALING PROTOCOL

1. The Credentialing Committee shall be composed of state officers.
2. The vice president(s) shall serve as the credentialing committee chair(s). A member of the board of directors and the Texas HOSA State Advisor will observe the interview process by the officers. A HOSA advisor will serve in the holding room during the credentialing process.
3. Each Candidate will register and take the officer 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 year national theme.
7. The credentialing committee chair shall post the slate of candidates prior to the opening session outside the tabulation room the morning of the opening session.
8. The Credentialing Committee is responsible for slating candidates based on the candidate's total rating and for any office the committee agrees the candidate is qualified. The student may be moved to a higher office: state or national candidate.

CAMPAIGN RULES

- 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.
- Campaign materials may not exceed \$5 dollars.

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 HOSA, TA.
2. Great campaign speeches reflect a thorough understanding of the purpose of HOSA, TA. 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 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 HOSA, TA 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 willing to accept any officer position for which this committee feels you are best suited?

State Officer Candidate Questions

There will be 3 questions asked for state officer candidates, to be selected from the national list by the State Advisor.

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 CANDIDATE 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?