



HOSA, TA FALL LEADERSHIP

SECTION F

Revised July 2010

This section contains:

- Conference Manager Duties
- Sample Memo to Advisors
- Agenda Suggestions
- Program of Work Session
- Evaluation Form
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HOSA, TA

FALL LEADERSHIP DEVELOPMENT CONFERENCE

The purpose of Fall Area Leadership Conference is to provide regional leadership training for HOSA members, chapter officers, and area officers. The Leadership Conference Manager plans and implements the Fall Leadership Conference with the HOSA, TA Conference/Officer Coordinator.

Conference Manager Duties:

1. Secure a site that will accommodate the anticipated number of participants in attendance for large sessions, small breakout groups, and snacks/meal.
2. Set the agenda which should include:
 - Opening General Session/Guest Speaker
 - Breakout Leadership Development Sessions
 - Closing General Session
3. Communicate with Conference/Officer Coordinator and Area Officers to plan general sessions and leadership activities. Get approval from the Senior Board member for expenses and submit original receipts for reimbursement.
4. Send master electronic copy for posting by the web master to Executive Director at least 5 weeks prior to the workshop which includes:
 - Date, Time, Place
 - Tentative Agenda
 - Appropriate Attire for this conference
 - Registration Form and Deadline
 - Map/Parking Information
 - Meal/Snack Information (any additional fees for food)
5. Secure guest speaker/presenters and invite special guests.
6. Arrange for name tags, special materials, and audiovisual equipment.
7. Coordinate snacks/meal, if applicable.
8. Coordinate with Board Members to facilitate on-site registration of schools.
9. Coordinate the clean-up of the facility.
10. Collect and compile evaluations and Financial Report of Fall Leadership Conference, send a report of evaluations to the Executive Director and a completed Financial Report of Fall Leadership Conference to your Senior Board member. (both should be completed within 60 days of the conference).

HOSA, TA

FALL LEADERSHIP DEVELOPMENT CONFERENCE

(SAMPLE MEMO TO ADVISORS)

DATE:

TO:

FROM:

SUBJECT: Fall Leadership Development Conference

The HOSA Area _____ Fall Leadership Development Conference
will be held on _____ at
_____.

REGISTRATION

All participants (students, advisors, and chaperones) must
be registered using the on line registration system.

<http://www.registermychapter.com/hosa/tx/fc/>

Fees for this conference are:

Advisor _____
Secondary Student _____
Chaperone \$0

Registration deadline is _____

Registration Fees Due by _____

Make all registration fees checks payable to HOSA, TA.
No PO's will be accepted. Send registration fees to
Wanda Senning, CPA
P. O. Box 65364
Lubbock Texas 79464

You are required to pay a registration fee for every student and advisor on your online registration. No deletions or refunds will be made after the conference registration deadline.

On Site Registration will be from
_____ to
_____.

The Opening General Session will begin at
_____.

Appropriate Attire for this conference will be
_____.

Attached you will find the following:

Tentative Agenda

Directions

Map/Parking Information

Meal/Snack Information (plus any additional fee for food)

HOSA, TA FALL

LEADERSHIP DEVELOPMENT CONFERENCE

Agenda SUGGESTIONS

SAMPLE # 1

9:00 - 9:30 am	Onsite Check-in
9:30 - 10:30 am	Opening Session - Area Officers <ul style="list-style-type: none"> · Call to Order · Opening Ceremony · Guest Speaker
10:45 - 12:00 pm	Program of Work Session
12:00 - 1:00 pm	LUNCH
1:15 - 2:30 pm	Advisor Update
1:15 - 3:30 pm	Concurrent Sessions
3:45 - 4:15 pm	Closing Session – Area Officers

SAMPLE #2

8:00 - 8:30 am	Onsite Check-in
8:30 - 9:00 am	Opening Session – Area Officers
9:00 - 9:30 am	Keynote Speaker
9:30 - 10:30 am	Officer Responsibilities
9:30 - 10:30 am	Advisor Update
10:30 - 11:30 am	Team Leadership Activity
11:30 am - 12:30 pm	Lunch
1:00 - 2:00 pm	Program of Work Activity
2:00 - 3:00 pm	HOSA Specific Sessions <ul style="list-style-type: none"> Competitive Events Community Service
3:15 - 3:45 pm	Closing Session – Area Officers

SAMPLE #3

3:00 - 3:30 pm	Onsite Check-in
3:30 - 4:00 pm	Opening Session: Area Officers
4:00 - 4:30 pm	Keynote Speaker
4:40 - 6:00 pm	Concurrent Sessions
	Advisor Update
6:00 - 7:45 pm	Dinner
8:00 - 8:30 pm	Closing Session: Area Officers

HOSA, TA

FALL LEADERSHIP DEVELOPMENT WORKSHOP

SAMPLE - PROGRAM OF WORK SESSION

Before you begin...develop and print a packet of materials that will include everything participants will need for this session.

Before the conference, students should be asked to bring their local school calendar. They should include local activities with dates, as well as area and state events.

“By the end of this workshop, each chapter will have written their local HOSA Program of Work.”

- I. Define Objectives (15 minutes)
 - a. Review current area and state objectives for the Program of Work
 - b. Explain how objectives relate to the mission of HOSA
 - c. Refer to a sample program of work as you facilitate student writing

- II. Plan of Work (45 minutes)
 - a. Have students write yearly chapters activities for the appropriate month.
 - b. Next, ask them to look at each objective, discuss ways to accomplish the objective, and then plan activities to accomplish the objectives. Include the new activities in the program of work in the appropriate month
 - c. Walk around and lend assistance to students, as needed
 - d. Have chapters share activities that they have planned to accomplish their Program of Work goals

- III. Announcements (5 minutes)

Explain any other information your participants will need to help THEM accomplish their chapter goals and activities.

HOSA, TA FALL
LEADERSHIP DEVELOPMENT CONFERENCE
EVALUATION FORM

Please rate each activity on a scale of 5-1:

5 = Excellent 4 = Good 3 = Average 2 = Below Average 1 = Poor

Opening Session	5	4	3	2	1
Leadership Session(s)	5	4	3	2	1
Program of Work Session	5	4	3	2	1
Breakout Sessions	5	4	3	2	1
Closing Session	5	4	3	2	1
OVERALL Conference Rating	5	4	3	2	1

COMMENTS:

What suggestions do you have for the next fall leadership development conference?

Would you prefer this conference were at a different day or time?

What other leadership activities would you like to see included in next conference?

Thank you for taking the time to share your opinions with the Conference Managers, Officer Coordinator, Executive Director and the HOSA Board of Directors.

HOSA, TA Fall Leadership Development Conference Report

This report is to be completed by the Conference Manager and returned with the Financial Report (B-19) to the Area Senior Board Member and the HOSA, TA Executive Director.

Area: _____ Conference Manager _____

Board of Directors Representatives: _____

Date: _____ Location: _____

Summary of Evaluations

Total # of Chapters Participating _____ Total # of Advisors Attending _____

Total # of Students Attending _____ Total Registration Fees \$ _____

Total Expenses for Conference \$ _____

Net Gain/Loss \$ _____
(Total Registration Income minus Total Expenses)

ICE Breaker Ideas

Who Am I?

Skill: asking and answering personal questions

Group Size: 4 to 30

Prep Time: ~1 hour

Playing Time: 5-20 minutes

Interest Level: ages 4 to adult

Ability Level: upper beginning to intermediate

Paste pictures of popular characters on 4 x 6 or larger cardstock. With very young children, you may want to use cartoon characters like Mickey Mouse, Minnie Mouse, Simba, Nola, Snow White, Donald Duck, and so forth. With older students, you may choose to use well-known athletes, political leaders, actors and actresses, musicians, and so forth.

Call one student away from group. Show the student a card. (Make sure that the student recognizes the individual on the card.) The student then stands in front of the class and his or her classmates ask questions in order to guess who the student is. Students may ask questions like . . .

Are you male or female?

Are you a real person?

Are you a child or an adult?

How old are you?

Do you like sports?

How often are you on television?

Where do you live?

How much money do you make?

Who likes you more, children or adults?

When a student correctly guesses who the student is, he or she becomes the next mystery person.

Suggestion: Collect pictures from magazines and newspapers or print from internet (especially if you have access to a color printer).

Variations:

Ask each student to bring a picture of him or herself to class. Make cards for each class using photographs of students in that class.

Watch selections from a video. Create cards using characters seen in the video.

Instead of using pictures, write out names for students who can read reasonably well.

Descriptions of Team Building Activities, Initiative Games, & Problem Solving Exercises

[Helium Stick](#)

Deceptively simple teamwork activity. Form two lines facing each other. Lay a long, thin rod on group's index fingers. Goal: Lower to ground. Reality: It goes up!

[Toxic Waste](#)

A popular, engaging small group activity. Equipped with a bungee cord and rope, a group must work out how to transport a bucket of "Toxic Waste" and tip it into the neutralization bucket. Can be used to highlight any almost aspect of teamwork or leadership.

[Mine Field](#)

Objects are scattered in an indoor or outdoor place. In pairs, one person verbally guides his/her partner, a blindfolded person, through the minefield.

[Zoom](#)

A group tries to create a unified story from a set of sequential pictures. The pictures are randomly ordered and handed out. Each person has a picture but cannot show it to others. Requires patience, communication, and trying to understand from another's point of view in order to recreate the story's sequence.