



Texas HOSA Handbook: Section E: Secondary/Post-Secondary Officer Handbook

This section contains:

- Tallo Instructions for Officer Application
- HOSA, TA Levels of Office
- Duties of Officers
- Becoming a HOSA, TA Officer
- Nominating Committee Process
- Election/Business Session
- Interviewing Pointers
- Delivering an Effective Speech
- HOSA, TA Leadership Timeline
- Candidate Rating Sheets
- Area Officer Coordinator
- Affidavits
- Travel Policy
- Officer Agreement
- Social Media Policy

Activities and procedures within HOSA-Future Health Professionals, Texas Association are governed by the philosophy of simple fairness to all. Therefore, the policy of HOSA-Future Health Professionals, Texas Association is that all operations will be performed without regard to race, religion, sex, national origin, and other characteristics illegal as well as reasonable accommodations with disabilities and accessibility requirements on public accommodations.

Texas HOSA Officer Application Process

Candidates are required to apply through Tallo.com/hosa

All HOSA, TA Officer Candidates must read the HOSA, TA Office Handbook found in Section E of the Advisor Handbook located at www.texashosa.org and meet the stated **qualifying criteria** to run for office.

Here's How to Apply!

1. Join Tallo.
 - Go to www.tallo.com/hosa.
 - Click the Start Your Free Profile button to create your account
 - **All Texas HOSA Officer Applications will be managed through Tallo. HOSA members must have a Tallo account and apply within the application.**
2. Search for Texas HOSA Officer Application
 - Select your account **Dashboard**
 - Go to the **Opportunities** section, click on the **Search** icon and search for Texas HOSA under **Keyword**.
 - Select **2020-2021 Texas HOSA Officer Application** from the results list.
3. Apply
 - Follow the steps providing the required information (your Tallo profile will act as a majority of your application).
 - Click **Apply Now** to submit your application.



THE PROCESS OF BECOMING A HOSA, TA OFFICER:

Qualifying Criteria for Officer Candidates:

1. Active secondary & post-secondary/collegiate HOSA members in HOSA are eligible to seek office. Candidates MUST have at least one year remaining prior to graduation.
2. Officer candidates must have the sponsorship of the school administration and local HOSA advisor when seeking and while holding office.
3. HOSA, TA officers are important student ambassadors, leaders, and role models for HOSA members. Members choosing to seek office must meet the qualifying requirements for holding office as set forth in the HOSA Bylaws and the Texas HOSA Officer Handbook.
4. Officer candidates must submit the HOSA, TA Officer Application and video through Tallo by the designated conference deadline.
5. Officer Candidates must participate in an interview with the Nominating Committee during the Area or State Spring Leadership Conference, respective to the level of office they are seeking.
6. **Online Texas HOSA Officer Exam:** Secondary candidates seeking to hold an Area or State office shall be required to take the online Texas HOSA Officer Examination during the testing window of the Area Spring Leadership Conferences. The qualifying score of the examination is determined by the President of HOSA, TA Board of Directors, Texas HOSA State Advisor, and Texas Officer Coordinator. Candidates must be current members of HOSA in good standing.

Post-secondary candidates will **NOT** test online during the testing window of the Area Spring Leadership Conferences. Post-secondary candidates will take the State Officer Exam on site, at the annual State Leadership Conference.

The Texas Officer Candidate Examination questions will consist of:

- 60% HOSA
- 40% Parliamentary Procedure

The questions will be taken from the current editions of the following references:

- Roberts Rules of Order Newly Revised
- HOSA/HOSA, TA Bylaws (<http://texashosa.org>)
- International HOSA/HOSA, Inc. Bylaws (<http://www.hosa.org>)
- International HOSA website (<http://www.hosa.org>)
- HOSA, TA website (<http://texashosa.org>)
- Texas Advisor Handbook Section A (<http://texashosa.org>)
- HOSA, TA Chapter Handbook (current edition, <http://texashosa.org>)
- International HOSA Handbook, Section A (<http://www.hosa.org>)
- International HOSA Policy and Procedure Manual (<http://www.hosa.org>)
- Texas HOSA Policy and Procedure Manual (<http://texashosa.org>)

HOSA, TA Levels of Office:

Area Officers:

Represent the geographical region of the state of Texas in which they reside and are members in good standing at the local, state, and international levels.

The Area Officers of HOSA, TA shall consist of:

- President
- Vice president
- Secretary
- Historian
- Reporter

State Officers:

Represent the state of Texas, serving as the Executive Council, and are members in good standing at the local, state, and international levels.

The State Officers of HOSA, TA shall consist of:

- President
- Secondary vice-president
- Post- secondary/collegiate vice president
- Secretary
- Historian
- Reporter

International Officers:

Information for International Executive Council Candidates:

- Candidates must have served as a state officer
- International Executive Council candidates must obtain the national application from the Texas Officer Coordinator
- International application must be completed by the deadline stated and candidate its to notify the Texas HOSA Officer Coordinator when the application has been submitted.
- Applications not submitted by the deadline will not be accepted

Each Texas HOSA chapter may submit a maximum of:

- Four (4) area officer candidates (secondary only)
- Two (2) state officer candidates
- Two (2) International Executive Council candidates

Duties of Area Officers (Secondary Officers Only)

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
- 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 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
- Submit official minutes to the State Secretary
- Send correspondence as directed by the president
- Serve in any capacity as directed by the president
- Work to ensure the goals of HOSA, TA are accomplished

Historian:

- Collect digital pictures from all active HOSA chapters in the area
- Plan and develop a multimedia show for area conference
- Submit a picture album of all area conferences to the State Historian
- Serve in any capacity as directed by the president
- Work to ensure the goals of HOSA, TA are accomplished

Reporter:

- Work to ensure the accomplishment of the goals of HOSA, TA
- Serve in any capacity as directed by the president
- Submit a newsletter of each conference to the State Reporter
- Maintain, update, and monitor social media related to HOSA
- Serve in any capacity as directed by the president
- Work to ensure the goals of HOSA, TA are accomplished

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
- Work to ensure the goals of HOSA, TA are accomplished

Postsecondary/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 advisor to accomplish goals
- Work to ensure the goals of HOSA, TA are accomplished
- 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 state executive council
- Record attendance for each meeting
- Send correspondence as directed by the president
- Maintain and compile the Area minutes submitted
- Serve in any capacity as directed by the president
- Work to ensure the goals of HOSA, TA are accomplished

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
- Work to ensure the goals of HOSA, TA are accomplished

Reporter:

- Complete E-Magazine articles for web posting
- Maintain, update, and monitor Social Media related to HOSA
- Work to ensure the accomplishment of the goals of HOSA, TA
- Serve in any capacity as directed by the president
- Work to ensure the goals of HOSA, TA are accomplished

YouTube Video Instructions

Tell us about yourself! You have two minutes via YouTube video to introduce yourself and tell us how HOSA is helping to “Unlock Your Potential”! Additionally, give us some insight as to why you want to be a Texas HOSA Officer. The YouTube video may be taped at a location of your choosing and must include only you are speaking. Use the two minutes however you wish to introduce yourself to the Texas HOSA Membership and Nominating Committee.

Applicants may receive instruction in taping, editing and post-production from an outside source, however, the work should be directed by the applicant. The video will be best viewed if it is filmed horizontally; audio clear and recorded at a high-quality volume.

This should not be a campaign speech nor mention the officer position you are seeking! This is a chance for the Texas HOSA Membership and Nominating Committee to get to know you as one of its applicants. Your video link will be posted on the Texas HOSA website and may be used during any general session of the Texas HOSA Leadership Conferences.

Please submit your video as a private YouTube link through [Tallo.com/hosa](https://tallo.com/hosa). Videos must be submitted by the appropriate conference registration deadline!

Nominating Committee Process for Area, State, and International Candidates

1. The nominating committee at each **Area Spring Leadership Conference** shall be composed of the Area Executive Council (current elected area officers), a representative from the HOSA, TA Board of Directors and the Texas Officer Coordinator.

The nominating committee for the **State Leadership Conference** will be composed of the State Executive Council (current state officers), a representative from the HOSA, TA Board of Directors, and the Texas Officer Coordinator.

If special circumstances exist for additional committee members, approval must be granted by the HOSA, TA Board of Directors.

2. **Conference Nominations:**

- Area candidates must be nominated at their own area conference to be slated by the nominating committee.
- State candidates must be nominated at their own area conference to be endorsed and nominated again at the state conference to be slated.
- Post-secondary candidates are to be nominated and slated at the state conference. Nomination at the area conference is not required for post-secondary candidates.
- International Executive Council candidates must be nominated at their own area conference and state conference to be endorsed. International Executive Council candidates must have served as a State Officer.

3. The **Secondary Vice-President** shall serve as the nominating committee chair. A member of the HOSA, TA Board of Directors and The Texas Officer Coordinator will observe the interview process of candidates for fairness and equity.

The Area Officer Coordinator will facilitate in the holding room during the interview process at the Spring Leadership Conferences. A HOSA advisor will facilitate the holding room at the State Leadership Conference.

4. The interview process of the nominating committee will be no longer than 10 minutes and shall be timed. Interview times will be published in the conference agenda.
5. The nominating committee will ask the same questions to each candidate. (Please refer to "Interview Pointers" for questioning procedures (**pgs. E 11-12**))
6. **In the event a current area officer is seeking office, he/she will not be able to serve on the Nominating Committee.**

7. **Candidates must:**
 - **Have a one-minute speech prepared for the Nominating Committee based on the current year's international theme.**
8. The Nominating Committee shall base their recommended slate of officers on the before mentioned Qualifying Criteria for holding a HOSA, TA office.
9. The Nominating Committee may choose to move a candidate to a higher or lower level of office than was requested by the candidate in the HOSA, TA Officer Application. In addition, the Nominating Committee has the discretion to slate a candidate for an officer position other than the one they are seeking. The Texas Officer Coordinator is required to seek approval from the student's advisor before moving a student to a higher level of office other than the one they are seeking.
10. The Nominating Committee Chair may choose to post at a designated location or announce the slate of officers to all candidates once all interviews have been conducted.
11. Officer candidates and all elected officers are to follow the Texas HOSA Officer uniform policy (as indicated in Section A of the Texas HOSA Advisor Handbook) or wear the Official HOSA Uniform from Awards Unlimited during the nominating process, when conducting HOSA business, and during all general and business sessions.
12. No campaign materials will be allowed.

HOSA, TA Officer Election Process

Business Session

1. Following receiving the nomination and being slated for an officer position, candidates will attend the Business Session to complete the election process.
2. The Nominating Committee Chair will introduce the slate of officers to the assembly.
3. Candidates who are slated must give a 1-2-minute speech during the conference business session. (**see pg. E-13**)
4. **Fishbowl Questions:** Following the candidate's speech, each candidate will select 2 questions at **random** and choose one question to which he/she will respond. The candidate will then be given a 30 second response time after the question has been read aloud by a designated member of the Nominating Committee.
5. Those candidates for office who meet the qualifications and have been endorsed by the Area/State Executive Council shall be elected by ballot by a majority vote of the Voting Delegate Assembly.
6. In the event no candidate for an office receives a majority of the votes cast, there shall be a runoff ballot between the two candidates receiving the largest number of votes for that office.
7. The voting delegates elect area (secondary only) and state officers and endorse international officer candidates during the area and state conferences. Newly elected area officers (secondary only) begin their duties at installation and complete their year at the conclusion of their area conference. Newly elected state officers begin their duties after installation, during the closing session of the state conference, and complete their duties at the end of the state conference the following year after the installation of the new officers.
8. Students elected to any HOSA, TA secondary office who graduate prior to the end of the term of office must forfeit their office.
9. HOSA, TA reserves the right to remove an officer from office if he/she is found to commit academic dishonesty or failure to uphold a positive reflection of one's position in anyway, as indicated in the Officer Agreement of this handbook (**E-31**).

Interview Pointers

1. To assure fairness and consistency, each candidate at area/state will be asked the same questions. The Texas Officer Coordinator shall decide which questions will be asked during the interview. Credentialing officers may select one or more questions from each category, followed by 4-5 questions from the mandatory questions:
 - HOSA Related
 - Leadership
 - Health Science Related
 - Parliamentary Procedure
 - Personal Activities

2. The interview questions will be from the following categories:
 - **HOSA Related**
 - The following sources may be helpful in preparation: <http://www.texashosa.org>, <http://www.hosa.org>; HOSA, TA Student Handbook
 - Example questions:
 - Who is the State Advisor of Texas HOSA?
 - If someone at school asked you “What is HOSA?” how would you respond?
 - What were the six founding charter states in international HOSA?
 - **Leadership**
 - Think about the leadership experiences and skills you have developed through your HOSA career and otherwise.
 - Example questions:
 - What leadership qualities promote success?
 - What motivated you to run for office?
 - What do you plan to contribute or accomplish if elected to serve?
 - **Health Science Related**
 - Reflect on your health science classes and experiences you have had.
 - Example questions:
 - What are your career goals? How will you achieve these goals?
 - What have you enjoyed studying the most in health science? Why?
 - What experiences have you had because of your health science courses?
 - **Parliamentary Procedure**
 - The following source may be helpful in preparation *Robert’s Rules of Order, Newly Revised*
 - Example questions:
 - What is the official reference for parliamentary procedure?
 - What are the two types of committees?
 - What does the term “germane” mean?

- **Personal**
 - Answers to questions in this category will help the credentialing committee understand the personality and an in-depth understanding of the candidate.
 - Example questions:
 - What activity has been the greatest challenge for you? Why?
 - What is the personal achievement of which you are most proud?
 - Describe a time when you had a disagreement with a superior, and what you did to fix the problem.
- **Mandatory Questions**
 - The following questions WILL be asked:
 1. What are the duties of the office that you would like to run for?
 2. Why do you feel you are best suited for this position? Are you willing to accept any officer position for which this committee feels you are best suited?
 3. Briefly list the leadership training and officer activities that officers are required to attend. Are there any obligations that might interfere with serving as a Texas HOSA officer?
 4. Other than health science, what is your favorite subject in school?
 5. Tell us about your hobbies.
 6. Do you have any questions for the nominating committee?

3. **State Officer Candidate Questions**

- At the State Leadership Conference, there will be up to 3 situational questions asked to the state officer candidates in addition to the previous interview questions. Answers to these questions will provide an insight on the ability of the candidate to fulfill a position in the state office.
- Example 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?
 - 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?
 - You have 2 minutes on a national television network. What would you say about HOSA?

Delivering an Effective Speech

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 FUNCTIONS

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

June: **HOSA International Leadership Conference**

- **State Officers – attendance optional/or to be determined by invitation of the Board of Directors; Area Officers – attendance optional**
- Purpose: Up to a five-day conference where State Officers serve as voting delegates, attend the leadership academy for State Officers, plan and organize the Texas meeting, and work with the Texas State Advisor and Texas Officer Coordinator on duties as assigned.

Area Officers may serve as voting delegates if additional delegates are needed to fill delegate positions. In addition, leadership training sessions are available for Area Officers to attend.

- All officers are accompanied by their school's HOSA Advisor or district approved chaperone for the duration of the conference.

July: **Health Science Professional Development Conference**

- **State Officers – attendance required**
- **Area Officers at invitation of the Texas Officer Coordinator – attendance optional**
- Purpose: Three to four-day conference to promote HOSA as a CTSO to teachers and administrators, to facilitate conference presenters, speak to new Health Science teachers on the importance of incorporating HOSA into the classroom.
- All officers are accompanied by their school's HOSA Advisor or district approved chaperone for the duration of the conference.

August: **Texas HOSA Leadership Development Institute**

- **Area and State Officers – attendance required**
- Purpose: Two to three-day conference to plan the officer team's Annual Program of Work which includes teambuilding, conference planning, and leadership training.
- Officers are accompanied by their school's HOSA Advisors to work with the following individuals to establish their Annual Program of Work

- Area Conference Chairs
- Area Officer Coordinator
- Texas Officer Coordinator
- Leadership Trainer
- HOSA, TA Board of Directors

September – November: **HOSA, TA Area Fall Leadership Conference**

- **Area and State Officers participate in their own Area Fall Leadership Conference – attendance required for Area Officers**
- Purpose: One day conference planned and facilitated by the Area Officer team for the members of their Area. Conference content includes but is not limited to leadership development, announcing the Area’s Annual Program of Work, professional networking, community service, and work-place readiness skills.
- Officers are accompanied by their school’s HOSA Advisor to all officer functions and are under the direction of the Area Officer Coordinator for conference assignments.
- Approval for overnight lodging for officers and advisors for fall leadership conferences at least 50 miles from their home district may be approved, as appropriate.

Washington Leadership Academy

- **State Officers – attendance required**
- Purpose: Three-day State Officer leadership conference emphasizing teambuilding, public relations, networking with health professionals and the promotion of HOSA to members of Congress.
- Officers are accompanied by their school’s HOSA Advisor to all officer functions and are under the direction of the Texas Officer Coordinator for conference assignments.

State Conference Planning Meeting

- **State Officer Team – attendance required**
- Purpose: Two-day meeting with the State Leadership Conference Chair, State HOSA Advisor, Texas Officer Coordinator, and the conference production company for the purpose of planning the events of the State Leadership Conference.
- Officers are accompanied by their school's HOSA Advisor to all officer functions and are under the direction of the Texas Officer Coordinator for the purpose of the meeting.

January – March:

Area Spring Leadership Conference

- **Area and State Officers attend the Spring Leadership Conference of their Area – attendance required for Area Officers**
- Purpose: Two-day conference for the purpose of providing leadership opportunities through participation in the HOSA competitive events program and the election process of HOSA officers. Current area officers will conduct all general sessions, serve on the Nominating Committee, and the conduct the Voting Delegate Business Meeting.
- Officers are accompanied by their school's HOSA Advisor to all officer functions and are under the direction of the Area Officer Coordinator for conference assignments.

March – April:

State Leadership Conference

- **Area Officers – optional but attendance is strongly recommended.**
 - Purpose: Area Officer Leadership Academy – The first in a series of Leadership Development opportunities only for Area Officers. Academy includes 2 days of training sessions and includes experiential opportunities.
- **State Officers – attendance required**
 - Purpose: Four-day conference for the purpose of providing leadership opportunities to members in Texas, conduct all general sessions, serve on the Nominating Committee and conduct the Voting Delegate Business Meeting.
- Officers are accompanied by their school's HOSA Advisor to all officer functions and are under the direction of the Texas Officer Coordinator for conference assignments.

Other Events:

HOSA, TA Board of Directors Meetings

- **State President, State Secondary Vice-President, State Post-Secondary Vice-President**
- Purpose: To represent the student membership in establishing policies and procedures for the structure and operation of HOSA, TA.
- Officers are accompanied by their school's HOSA Advisor to the location of the meeting.
- A minimum of 3 Board of Director's meetings will be held with any additional meetings deemed necessary by the Board President.

HOSA, TA OFFICER CANDIDATE INTERVIEW RATING SHEET

Officer Candidate Name: _____ Area _____

Office Seeking _____ Date _____

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

PROFESSIONAL IMAGE	Excellent	Good	Fair	Poor
Proper greeting - introduction and closing				
Was the candidate well-groomed and dressed appropriately?				
Did the candidate have good posture and poise?				

ATTITUDE	Excellent	Good	Fair	Poor
Did the candidate show enthusiasm during the interview?				
Did the candidate display an eagerness to serve?				
Is the candidate committed to attend all officer functions?				

CONTENT	Excellent	Good	Fair	Poor
Did the candidate understand and answer the questions appropriately?				
Did the candidate explain relevant experience?				
Did the candidate display knowledge of HOSA?				

DELIVERY	Excellent	Good	Fair	Poor
Did the candidate have good voice quality?				
Did the candidate maintain good eye contact?				
Did the candidate have good diction and grammar?				

Nominating Committee Interview Notes

Officer Candidate: _____ Interviewer: _____

Question 1

Question 2

Question 3

Question 4

Question 5

Question 6

Question 7

Question 8

Question 9

Question 10

Texas HOSA Officer Application

Rating Sheet

Tallo Candidate Profile

Name of Candidate: _____

School Listed: _____

	Yes	No
Photo of Candidate:	<input type="checkbox"/>	<input type="checkbox"/>
GPA Listed: _____	<input type="checkbox"/>	<input type="checkbox"/>
Health Care Career Interest Listed:	<input type="checkbox"/>	<input type="checkbox"/>

- Career Choice: _____

Education:

- High School Listed
- College Listed

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Accomplishments:

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

- To include any academic awards or achievements with the date received; any memberships and/or leadership positions held to include the name of the organization, years of activity, position held and brief description of duties.
- Notes:

Extracurricular/Community Service:

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

- To include name of volunteer organization, duration of service (# of hours), and brief description of activity.
- Notes:

“HOSA: Future Health Professionals

- Added as an Association

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

Tallo Submission Responses

	Yes	No
Student/Parent Affidavit	<input type="checkbox"/>	<input type="checkbox"/>
Secondary Officer Advisor Affidavit	<input type="checkbox"/>	<input type="checkbox"/>
Secondary Administrator Affidavit	<input type="checkbox"/>	<input type="checkbox"/>
Two letters of endorsement	<input type="checkbox"/>	<input type="checkbox"/>
HOSA, TA Travel Policy	<input type="checkbox"/>	<input type="checkbox"/>
HOSA, TA Officer Agreement	<input type="checkbox"/>	<input type="checkbox"/>
Level of office seeking: Area State International	<input type="checkbox"/>	<input type="checkbox"/>
Office position you are seeking:	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • _____ 		
Current Advisor:	<input type="checkbox"/>	<input type="checkbox"/>
Advisor email:	<input type="checkbox"/>	<input type="checkbox"/>
Advisor Cell Phone:	<input type="checkbox"/>	<input type="checkbox"/>
Advisor of record during term of service, if elected:	<input type="checkbox"/>	<input type="checkbox"/>
Candidate home address, include city and state:	<input type="checkbox"/>	<input type="checkbox"/>
Candidate email address:	<input type="checkbox"/>	<input type="checkbox"/>
Candidate cell phone number:	<input type="checkbox"/>	<input type="checkbox"/>
Summary Statement:	<input type="checkbox"/>	<input type="checkbox"/>
Area Selected: _____	<input type="checkbox"/>	<input type="checkbox"/>
Number of years in HOSA: _____	<input type="checkbox"/>	<input type="checkbox"/>
Current Grade Level: _____	<input type="checkbox"/>	<input type="checkbox"/>
Candidates must upload a current, unofficial transcript:	<input type="checkbox"/>	<input type="checkbox"/>
You Tube Video link:	<input type="checkbox"/>	<input type="checkbox"/>

Area Officer Coordinator

Starting Date: Texas Leadership Development Institute
Ending Date: Spring Leadership Conference closing session.

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 with HOSA, TA and employed by the school district. If the duties of this position are not fulfilled, the board of directors will not authorize the payment of the stipend.

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 and spring leadership conferences.
 2. Monitor Officer Team progress through submitted monthly reports.
 5. 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 conference budget.
- To guide the area officers in area, fall and spring leadership conference planning, coordinating, and implementing of:
 1. General Sessions:
 - Stage set-up: 6-foot covered table, podium, chairs if needed...
 - Audio Visual: meet with facility director for sound, lighting and equipment needs. **Obtain a name and contact information.**
 - Assist officers in selection, confirmation, and payment of keynote speaker.
 - Read all scripts and assure revisions have been completed prior to arriving at the conference.
 - Direct all conference practice sessions.
 - Approve all slideshows and playlists.
 2. Social/Service Project events:
 - Plan, purchase (or provide invoice for request for payment) any necessary materials, oversee set-up, control, and clean-up of the event; as well as submit any funds raised or materials collected on behalf of the service project to the appropriate agency.
 3. Advisor Appreciation Awards:
 - Any special awards from officers to their advisors need to be purchased by the officer (flower, gift cards...)
 4. Secure hotel reservations for area officers and officer advisors as needed.
 5. Monitor conference budget for officer expenses.
 6. Acquire any other materials needed for officer duties at conferences.
 - Submit a request for payment form for any officer expenses incurred

7. Responsible for area officers meeting deadlines set by fall and spring leadership conference chairs, as well as Texas Officer Coordinator.
8. Proof area newsletters and submit them to the Texas Officer Coordinator.
9. Serve as a liaison between area student officers and area spring leadership chairs, Texas Officer Coordinator and HOSA, TA Board of Directors.
 - Relay any correspondence from student officers to conference chairs.
 - Coordinate with Texas Officer Coordinator
 - Inform conference chair of personnel, and/or equipment needed for any general sessions.
 - Facilitate meetings, chat rooms, and phone calls with officers.
 - Assist the area officers with presentations.
 - Assist the student officers in preparation for officer credentialing.
10. Monitor all approved social media platforms of their designated area officer team for Compliance with the HOSA, TA Social Media Policy.

Texas Officer Coordinator will initiate the process for the stipend request upon completion of the Area Spring Leadership Conference.

2020-2021 Area Officer Coordinators

Area	Advisor	E-mail Address
1		
2		
3		
4	Kerry Murray	kmurray@yisd.net
5	Havery Saraber	havery.saraber@kellerisd.net
6	April Barker	abarker@pasadenaisd.org
7		

Student/Parent Affidavit

If elected, I agree to:

1. Fulfill all duties and functions of my office.
2. Attend all officer leadership training conferences.
3. Attend and fulfill designated duties at planning meetings, fall leadership, area, state and international leadership conferences.
4. Follow the Texas HOSA Uniform Policy (as indicated in Section A of the Texas HOSA Advisor Handbook) or Official HOSA Uniform from Awards Unlimited at all HOSA functions or as directed by the Texas Officer Coordinator.
 - HOSA, TA will only provide **State Officers** with an Official HOSA Uniform from Awards Unlimited.
5. Maintain academic honesty and uphold a positive reflection of your school, state and HOSA, TA. Failure to do so may result in removal from office.

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

Candidate Signature / Date

Parent/Guardian Signature / Date

Secondary Officer Advisor Affidavit

The Advisor completing this document, should be the Advisor of Record during the term of office to be fulfilled by the student named below.

If my student, _____, is elected to an area or 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 school district;
5. Complete officer travel reports as well as any requests for travel reimbursements;
6. Assist the officer in preparing speeches, newsletters and other correspondence;
7. Serve as chaperone to the officer during travel, and stay at the same conference hotel as the officer;
8. If the advisor is unable to support and travel with the officer; it is necessary for the advisor to find a school employee to take over the advisor's responsibilities;
9. Serve as the officer's chaperone during travel, planning meetings, conferences and other activities, attending all officers functions of the before mentioned;
10. Assist the officer in conducting area or state general and business sessions;
11. Work with Area Officer Coordinator and Texas Officer Coordinator to facilitate the duties of the officer;
12. Inform the school/ administration of the officer and advisor duties.

Advisor Signature

Date

Advisor email

Cell Phone

Print Advisor Name

Area

Secondary Administrator Affidavit

As the administrator of the school/district for this HOSA officer candidate, I agree to the following if _____ is elected to serve as an area or state HOSA officer:

1. Support the officer, advisor or school employee in fulfilling their responsibilities and required events.
 - Student officers and advisors must attend the following as indicated:

HOSA, TA Officer Events	Required to Attend?	
	Area Officers	State Officers
Health Science Professional Development Conference	NO	YES
HOSA, TA Leadership Development Institute	YES	YES
Fall Leadership Conference	YES	NO
Planning Meeting for Spring Leadership Conference (day prior to start of Conference - overnight stay)	YES	NO
Planning Meeting for State Leadership Conference	NO	YES
Washington Leadership Academy	NO	YES
Spring Leadership Conference	YES	NO
State Leadership Conference	NO	YES
International Leadership Conference	NO	TBD
Quarterly HOSA, TA Board of Directors Meetings <ul style="list-style-type: none"> • President, Secondary VP, Post-Secondary VP 	NO	As Indicated

2. Assist the officer and advisor in obtaining financial support for travel, lodging and meal 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 hotel during their area and state leadership conferences.
5. Support students nominated for an international office by paying for expenses to the international leadership conference. If elected to the position then International HOSA will cover all other expenses including extended hotel stay, meals and travel home.
6. Under circumstances that the advisor is unable to attend or travel with the officer, an approved school employee is required to fulfill the role of the advisor.

Administrator Signature

Date

Print Administrator Name and position

School/District

Post-Secondary 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 Texas Officer Coordinator 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

Post-Secondary 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 and attending required events.

HOSA, TA Officer Events	Required to Attend?	
	Area Officers	State Officers
Health Science Professional Development Conference	NO	YES
HOSA, TA Leadership Development Institute	YES	YES
Fall Leadership Conference	YES	NO
Planning Meeting for Spring Leadership Conference (Thursday prior to start of the Conference – overnight stay)	YES	NO
Planning Meeting for State Leadership Conference	NO	YES
Washington Leadership Academy	NO	YES
Spring Leadership Conference	YES	NO
State Leadership Conference	NO	YES
International Leadership Conference	NO	TBD
Quarterly HOSA, TA Board of Directors Meetings • President, Secondary VP, Post-Secondary VP	NO	As Indicated

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 an international office by paying for the expenses to the International Leadership Conference. If elected to the position, International 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 OFFICER TRAVEL POLICY

All officer expenditures for travel must have **prior** approval by the HOSA, TA Board of Directors. Approval will be based on the approved annual budget and the policies and procedures of the HOSA, TA Board of Directors.

Reimbursements will be processed when the officer submits original receipts and a completed Request for Payment form to their Officer Advisor. **Officer Advisors will then send all requests for reimbursement to the designated board member. After board approval, the receipts will be submitted to the HOSA, TA accountant for payment.**

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

HOSA, TA OFFICER AGREEMENT

Instructions:

HOSA, TA requires that any candidate running for and/or holding office, whether elected or appointed, agree to and sign the Officer Agreement below. Please submit this signed form with your officer candidate application.

Officer Agreement:

Consistent with my desire to take personal responsibility for my conduct, individually and as an officer of HOSA, TA and as a member of a HOSA – Future Health Professionals, I agree to abide by the principles contained in the HOSA, TA Bylaws (Section B of the Advisors Handbook) and the policies and procedures as stated in the Officer Handbook (Section E of the Advisors Handbook). I will fully comply with my duties to HOSA, TA under its governing documents bylaws. I will refrain from any form of derogatory, or unethical conduct, and I understand that if I engage in such conduct, I may be removed from office.

Removal from Office:

- Any officer who fails to adequately perform the duties of the office will be removed from office
- Any officer who fails to attend any mandatory HOSA, TA Officer function (E14-E17) without just cause (illness, death in immediate family, or an unforeseen emergency) shall be removed from office by the Board of Directors and the Texas HOSA Officer Coordinator.
- Any officer whose behavior while in the performance of duties is contrary to the HOSA Code of Conduct, or whose behavior is injurious to the image of this association shall be removed from office.
- Any officer who fails to maintain academic honesty and uphold a positive reflection of your school, state and HOSA, TA.
- Removal from office carries the obligation of repayment of chapter, district, and/or state funds used to maintain the state officer in office.
- A review panel of the Texas HOSA Officer Coordinator and the HOSA, TA executive council shall be convened to assess each case which may result in removal from office.

Confirmation

I have read and agree to the terms and conditions as stated in the HOSA, TA Bylaws (Section B) and Officer Handbook (Section E).

Name (Please Print)

Officer Position

Area (if applicable) _____

Division: ___Secondary ___Post-secondary

School

Officer Signature

Date

Parent Signature

Date



Texas HOSA-Future Health Professionals Social Media Contract

As a Texas HOSA Officer, please uphold Texas HOSA-Future Health Professionals in all conduct, both online and offline, including with the use of social media.

Note: Social media should be broadly understood as any sites and services that permit users to share information with others in a digital manner. Social media platforms approved for Texas HOSA use include Facebook, Instagram, Twitter, YouTube, and online threads and blogs that may arise from use of social media.

The following principles apply:

1. **Uphold Professionalism Online:** Others associate you, and any opinions or personal information you disclose, with Texas HOSA-Future Health Professionals. Please ensure that all your social media profiles and activities are consistent with Texas HOSA's high standards of professional conduct as described in the Texas HOSA Officer Handbook. In addition:
 - a. Post in such a way that is representative of over 245,000 Future Health Professionals from 54 chartered associations across the US and around the world and consistent with HOSA's reputation as an **impartial** nonprofit organization.
 - b. In the virtual world as a Texas HOSA representative, dress and behave as you would at an official HOSA function.
 - c. Post meaningful, respectful comments. **Avoid politics, controversial opinions, foul language, and rude remarks.**
2. **Champion HOSA:** We ask during your time in office that you devote your time and energy to post content or discuss topics that are relevant to supporting the mission of HOSA-Future Health Professionals, which is: "To empower HOSA-Future Health Professionals **to become leaders in the global health community through education, collaboration, and experience.**"
3. **Ask:** When in doubt about a post, tweet or other action on social networks, enlist a second pair of eyes, even at the cost of some delay. If you are about to publish something that makes you even the slightest bit uncomfortable, review. Consult with your fellow officers and HOSA Headquarters before you hit the send or post button if unsure.
4. **Act with discretion:** Information you are entrusted with, including inside information, confidential personnel matters, and sensitive information from internal meetings, are all considered "off the record."
5. **Be present:** With all the virtual interacting, don't forget to be present in your immediate surroundings! While serving as the public voice and face of HOSA wherever you are, you are setting an example for other HOSA members and displaying HOSA to the world. Texas HOSA sites should not "like", "follow" "join" or "tag" sites or individuals outside of our organization to prevent displaying inappropriate content.
6. **Unity:** Texas HOSA Area and State social media accounts will reflect unified posts supporting decisions and statements put forth by the International HOSA Headquarters.

For Posts on Behalf of HOSA-Future Health Professionals on your Personal Accounts:

1. **Disclose your Affiliation:** You are an important ambassador for HOSA-Future Health Professionals, and for the sake of transparency, please disclose this information on your social media sites. How you disclose will depend on the platform, but the disclosure should be clear. For example, listing the title, organization, and responsibilities of your position within Texas HOSA. **On all personal social media accounts, where you indicate you are a representative of Texas HOSA, you must abide by all social media policies stated in this contract.**

2. **Use official statements:** When you see posts or receive messages on topics that require subject matter expertise, avoid the temptation to respond to these directly unless you respond with approved messaging Texas HOSA has prepared for those topics.
3. **Gain permission:** Before posting someone else's work, please check with the owner first. For example, if another person has posted a picture of a local HOSA event and you would like to highlight it on your page, please first ask the original poster if it would be okay to share their photo and content. Always remember to credit and tag appropriately.
4. **Share and Link content:** Link to content published online, when possible. Share all relevant and interesting HOSA information and news.
5. **Respect exclusive material:** This includes information such as keynote speaker for conferences and other information. Texas HOSA-Future Health Professionals must have the opportunity to publish text, photo and video material officially before it appears on personal social networks. Once published, you can share on your own platforms.
6. **Engage thoughtfully:** You are encouraged to share and like all material posted by **official Texas and International HOSA-Future Health Professional accounts**. Be thoughtful and engaging with followers in your comments on official HOSA-branded posts.
7. **Strive for accuracy:** Take a moment to think about what you are posting (both personally and professionally) before you hit the publish/post button.
 - a. Think about the content: is it relevant and topical?
 - b. Are you reviewing and maintaining the content you provide online on a regular basis?
 - c. Proofread for spelling and grammar.
 - d. Be aware of what you say and of your connections on social media networks.

Personal Interactions Online as an Officer:

1. **Accept, but Don't Initiate:** Texas HOSA Officers should not issue friend requests to HOSA members. It is fine if members want to initiate the friend process. Only accept requests from those you know and feel comfortable with.
2. **Nothing is Private, Everything is Public:** Remember any response made online could go public. Email, chats, and direct/text messages may feel like private communications but may easily find their way to the public.
3. **Reach Out:** In the case of any issue or question related to Texas HOSA-Future Health Professionals online, refer to your Texas HOSA President, Texas HOSA Officer Coordinator, or Texas HOSA Headquarters for counsel.
4. **Add your Fellow Officers and Advisors:** Connect on all social media sites.

At Texas HOSA Headquarters' discretion, you would be required to take down social media posts if deemed in violation of this policy.

In summary, explore ways social media can help you serve Texas HOSA-Future Health Professionals in the best way possible. Before posting, however, consider how what you are doing will reflect on your professionalism and our collective reputation.

If you agree with the above, please sign below.

Texas HOSA Officer Signature

Date

Area/State Title