



# Texas HOSA Handbook:

## Section E: Secondary/Post-Secondary Officer

**This section contains:**

- Officer Application Process
- Becoming a HOSA, TA Officer
- Levels of Office
- Duties of Officers
- YouTube Video Instructions
- Nominating Committee Process
- Election/Business Session Process
- Team Structures
- Interview Pointers
- Delivering an Effective Speech
- Required Officer Functions
- Area Officer Coordinator Role
- Officer Advisor Expectations
- Area Officer Coordinator
- Officer Advisor Expectations
- Affidavits
- HOSA TA, Officer Travel Policy
- HOSA TA, Officer Agreement
- HOSA, TA Social Media Contract
- Officer Candidate Rating Sheets

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

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](http://www.texashosa.org) and meet the stated qualifying criteria to run for office.

Here's How to Apply!

## [Texas Officer Application Form](#)

Application will open on December 1, 2023

Application will need to be completed in one sitting.

The following documents must be uploaded in a single file in the order listed below:

- Student/Parent Affidavit
- Secondary (or Post Secondary) Officer Advisor Affidavit
- Secondary (of Post Secondary) Administrator Affidavit
- Letter from Administrator requesting financial assistance if selected.
- HOSA, TA Travel Policy
- HOSA, TA Officer Agreement
- Texas HOSA Social Media Contract
- Two letters of Reference
- Unofficial Student Transcript

**Please submit your video as a private YouTube link through the above digital upload link.**

# 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. This includes the nominating advisor's ability to attend all required events, see E p22-24, as well as perform duties listed on E p28. Advisors who are not able to commit to attending all required events, performing the duties listed, or do not have approval from their administration to attend the required events, should not endorse a student as an officer candidate.
3. Once elected, should the advisor signing the application NOT be able to assume these responsibilities, another approved chapter advisor (at the officer's school/district) should be in place to do so for the elected officer to maintain office. This advisor must agree to terms outlined above and on E p22-24 and E p28.
4. 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.
5. Officer candidates must submit the HOSA, TA Officer Application and video through digital upload by the designated conference deadline.
6. 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.
7. **Online Texas HOSA Officer Exam**: Secondary candidates seeking 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 the 7 elected area presidents serving in a dual capacity as a State Officer along with the PS/C Vice-President, making it a team of 8 officers.

The roles and duties will be as follows (subject to change):

- State President
- Vice President, Secondary Board Representative
- Secretary
- Historian
- Reporter
- State Nominating Committee Chair
- State Social Responsibility Chair
- PS/C Vice President, Board Representative

## *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 is to notify the Texas HOSA Officer Coordinator when the application has been submitted
- Applications not submitted by the deadline will not be accepted

Each **SCHOOL** with a Texas HOSA affiliation may submit a maximum of:

- Four (4) officer candidates (Secondary)
- Two (2) officer candidates (Post secondary/Collegiate)
- Two (2) International Executive Council candidates (must have served as a state officer)

# 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 (Subject to change)

## ***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 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

### ***State Social Responsibility Chair:***

- Plan and establish goals for community awareness and fundraising projects
- Communicate and educate the Area officer teams about the annual HOSA Service Project
- Leverage the Historian's Newsletter and Reporter's Social Media accounts to generate awareness
- Organize an annual fundraiser that benefits the HOSA Service Project organization at State SLC
- Execute projects in line with the goals of HOSA, TA and the approved program of work
- Serve in any capacity as directed by the president
- Work to ensure the goals of HOSA, TA are accomplished

### ***State Nominating Committee Chair:***

- Organize and manage the officer nominating committee process at the State Leadership Conference
- Lead the nominating committee members through the interview process
- Provide the nominating committee report for the annual Texas HOSA State Business Session



# 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 “Dare to Create”! 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 digital upload. Videos must be submitted by the appropriate conference registration deadline!**

# Nominating Committee Process for Area, State, and International Candidates

## Nominating Committee

### ***Committee Membership***

- The nominating committee at each **Area Spring Leadership Conference** shall be composed of the:
  - Area Executive Council (up to 5 of the current year's Area Officers)
  - HOSA, TA Board of Directors Representative (1)
  - Texas HOSA Officer Coordinator (1)
- The nominating committee at the **State Leadership Conference** shall be composed of the:
  - State Executive Council (up to 6 of the current year's State Officers)
  - HOSA, TA Board of Directors Representative (1)
  - Texas Officer Coordinator (1)
- In the event a current Area or State Officer is seeking candidacy, the Officer will not be eligible to serve on the Nominating Committee for the same office level they are seeking. (i.e. A current Area Officer cannot serve on the Nominating Committee if they are running for an Area Office)
- If special circumstances exist for additional committee members, approval must be granted by the HOSA, TA Board of Directors.

### ***Roles & Responsibilities***

- The Area Vice-Presidents and State Secondary Vice-President shall serve as the chair for their respective Nominating Committees and lead the nominating process.
- Officers on the Nominating Committee shall interview all candidates, verify eligibility, and provide nomination recommendations to present to the Voting Delegates at the Business Session.
- The HOSA, TA Board of Directors Representative and the Texas Officer Coordinator will oversee the interview process and advise the committee on equity, fairness, and consistency.
- The Area Officer Coordinator or designated HOSA Advisor will manage the Candidates' holding room during the Nominating process at the Spring and State Leadership Conferences.

## **Candidate Nominations**

**All Candidates** must meet all eligibility and qualifying criteria to seek a Texas HOSA or International Officer position.

### ***Area Candidates***

- **All Area Officer candidates** must be nominated at their respective Area Spring Leadership Conference by the Area Nominating Committee.

### ***State Candidates***

- **State President candidates** must serve as an Area President for the upcoming year, to be announced at the HOSA Officer Leadership Academy (HOLA) during the State Leadership Conference. For State President Candidacy, any Area President may nominate themselves for the position prior to the Business Session held during the State Leadership Conference.
- **Post-secondary/Collegiate Vice-President candidates** are to be nominated at the State Leadership Conference by the State Nominating Committee.

### ***International Candidates***

- **International Executive Council candidates** must be nominated at their respective Area Conference and State Conference to receive endorsement for International Office. Executive Council candidates must have served as a State Officer.

## **Officer Candidate Interviews**

Officer Candidate interviews process shall consist of the following:

- Timed interview with the Nominating Committee lasting no longer than 10 minutes. (See conference agenda for published interview times)
- The same set of questions asked by the Nominating Committee during the interview for each candidate. (Refer to “Interview Pointers” for questioning procedures **Section E pp.19-20**).
- A one-minute prepared speech prepared for the Nominating Committee based on the current year’s international theme.

**Nominating Committee Scoring Process**

Candidates will have the opportunity to earn a composite score of up to 100% based on their performance in the entire election process. The composite score is comprised of two sections:

- Nominating Committee score (60%)
- Voting Delegate votes (40%)

***Nominating Committee Score***

The Nominating Committee shall compile the follow components to determine the overall Nominating Committee score for each candidate:

Nominating Committee Interview	30%
Officer Candidate Application	15%
Texas HOSA Officer Exam	10%
Officer Candidate Video	5%
<b>MAX TOTAL</b>	<b>60%</b>

***Voting Delegate Score***

The Voting Delegates will vote for their chosen candidates during the Business Session at the completion of the candidate speeches. Candidates will earn up to 40% of their total score based on the number of total votes received against their fellow candidates.

**HOSA Uniform Requirement**

When conducting HOSA business, participating in the officer nomination and interview process, and throughout all General and Business Sessions, Officer Candidates and current Texas HOSA Officers shall wear the following:

- Texas HOSA Officer uniform policy as indicated in Section A of the Texas HOSA Advisor Handbook, **OR**
- The Official HOSA Uniform from Awards Unlimited

# HOSA, TA Area Officer Election Process

Texas HOSA Area Officers will be elected by a composite score consisting of the Nominating Committee score and Voting Delegate votes.

## **All Texas HOSA Officer Candidates are required to:**

- Meet the qualifying score of the Texas HOSA Officer Exam
- Submit the Texas HOSA Officer Application to Application link found at the beginning of this document, including the Officer Candidate video
- Participate fully in the Nominating Committee process at the designated Leadership Conference

If the Officer Candidate successfully completes the previously mentioned requirements and receives a nomination by the Nominating Committee, they will be invited to take part in the election process at the designated Leadership Conference Business Session.

## **Business Session – Officer Election Process**

1. An official slate of nominees will be announced by the Nominating Committee indicating which Officer Candidates will move on to the election process at the Business Session.
2. At the Business Session, the Nominating Committee Chair will introduce the candidates to the assembly.
3. Candidates will then be invited to deliver a 1-2 minute speech at the Business Session with a message of their choice. The speech will be timed by a member of the current Executive Council.
4. At the conclusion of each Candidate's speech, the Nominating Committee Chair shall instruct the Officer Candidate to draw two random questions and select the one question they would like to answer in front of the Voting Delegates. The Nominating Committee Chair will read aloud the selected question, and the Officer Candidate will have up to 30 seconds to respond to the question in front of the Voting Delegates. The response will be timed by a member of the current Executive Council.
5. Digital or hard copy campaign materials are strictly prohibited from being used during the entire conference.

## **Election to Texas HOSA Office**

Candidates must meet the minimum composite score determined by the HOSA, TA Board of Directors to hold office.

### **Area Officer Election**

- Election as an Area Officer is given to those candidates who achieve the top 5 composite scores (Nominating Committee Score [60%] and Voting Delegate Votes [40%]).
- Elected Candidates will be installed as **Area Officer-Elects** at their respective Area Spring Leadership Conference Closing Session.
- Specific Officer positions for the Officer-Elect will be determined during the HOSA Officer Leadership Academy at the State Leadership Conference.

### **State Post-Secondary/Collegiate (PS/C) Vice-President Election**

- Election as the PS/C Vice-President is given to the one top candidate who achieves the top composite score (Nominating Committee Score [60%] and Voting Delegate Votes [40%]).
- The elected candidate will be installed as **PS/C Vice-President** at State Leadership Conference Business Session.

# Team Structures

## **Area Officer Teams:**

- The Officer Candidates with the top 5 composite scores (Nominating Committee and Voting Delegate Votes) will be elected as the Area Officer-Elects at the Area Spring Leadership Conference.
- The 5 Officer-Elects for each of the 7 Area Officer Teams will then advance to the HOSA Officer Leadership Academy (HOLA), held during the State Leadership Conference. After Officer duty training, officer positions will be determined based on demonstrated skills and leadership traits. The following positions will be determined during HOLA:
  - Area President
  - Area Vice President
  - Area Secretary
  - Area Historian
  - Area Reporter

## **State Officer Team:**

Those designated as the new Area Presidents will also serve in a dual capacity as a State Officer, representing their respective area at the state level along with the PS/C Vice President, making it a team of 8 State Officers.

## ***State President Nomination***

Newly designated Area Presidents attending the current year's HOLA will also be eligible to run for the position of State President, should they so desire.

- Submissions for self-nominations for State President will be due to the HOSA Officer Coordinator / State Nominating Committee Chair prior to the Business Session at the State Leadership Conference.
- Should no Area President nominate themselves for State President, the HOSA, TA Board of Directors will appoint one of the Area Presidents as State President with consideration given to the composite scores and qualifying criteria achieved at the Area Spring Leadership Conferences.

## ***State President Election***

An official slate of nominees will be announced by the Nominating Committee indicating which Officer Candidates will move on to the election process at the Business Session.

- At the Business Session, the Nominating Committee Chair will introduce the candidates to the assembly.
- Candidates will then be invited to deliver a 1-2 minute speech at the Business Session with a message of their choice. The speech will be timed by a member of the current Executive Council.
- At the conclusion of each Candidate's speech, the Nominating Committee Chair shall instruct the Officer Candidate to draw two random questions and select the one question they would like to answer in front of the Voting Delegates. The Nominating Committee Chair will read aloud the selected question, and the Officer Candidate will have up to 30 seconds to respond to the question in front of the Voting Delegates. The response will be timed by a member of the current Executive Council.
- Digital or hard copy campaign materials are strictly prohibited from being used during the entire conference.

## ***Election into Office***

- The State President will be elected by majority vote by the Voting Delegates at the State Leadership Conference Business. Up to 2 International Officer Candidates seeking State endorsement will also be selected by majority vote.
- The remaining State Officer roles and duties, excluding the State President and PS/C Vice President, will be determined based on demonstrated skills and leadership traits during the HOSA Officer Leadership Academy, held during the State Leadership Conference, and decided amongst the team members. The roles and duties will be as follows (subject to change):
  - Vice President, Secondary Board Representative
  - Secretary
  - Historian
  - Reporter
  - State Social Responsibility Chair
  - State Nominating Committee Chair
  - Post Secondary/Collegiate Vice President, PS Board Representative



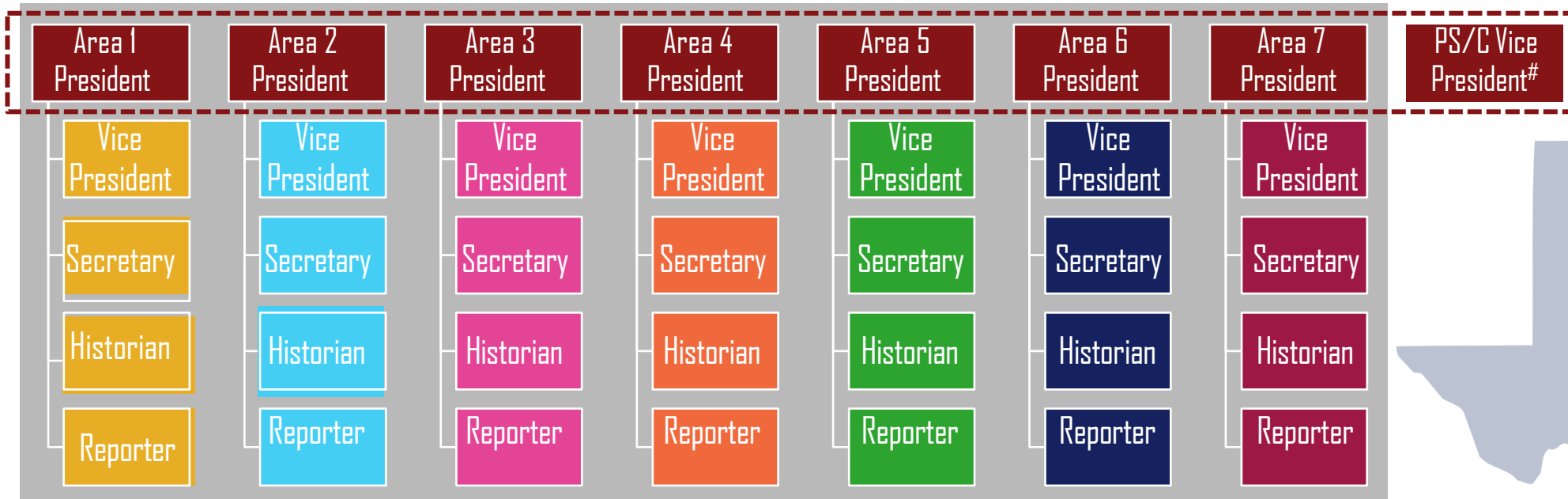
## **Beginning and Ending Terms of Office**

- Newly elected secondary Area Officers will begin their duties immediately after Officer Installation as Officer-Elects. At HOLA, they will be designated with their official Officer title and complete their year term at the conclusion of their respective Area Spring Leadership Conference the following year.
- Newly elected State Officers (7 Area Presidents & PS/C Vice President) will begin their duties as State Officers after Officer Installation at the State Leadership Conference. They will continue their roles as State Officers throughout the year and complete their duties at the end of the following State Leadership Conference.

## **Holding Office**

- Students elected to any HOSA, TA office who graduates prior to the end of their term of office must forfeit their office.
- 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 any way, as indicated in the Officer Agreement of this handbook.

# 2022-2023 TEXAS HOSA OFFICER STRUCTURE



## Texas State Officer Team\*



## Texas Area Officer Teams<sup>^</sup>

<sup>^</sup> Area Officer Candidates will be elected to “Officer-Elect” positions at the Area Spring Leadership Conference. They will receive their specific office duties at the HOSA Officer Leadership Academy (HOLA).

\* Area Presidents will also serve as a State Officer in a dual-capacity role. Area Presidents may self-nominate for State President, with elections held for State President at the State Business Session.

<sup>#</sup> Post-Secondary/Collegiate Vice-President and the candidates running for International HOSA Office will be elected at the State Business Session by the State Voting Delegates.

# 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 motivated you to run for office?
2. What skills and leadership qualities will you bring to the Texas HOSA Officer Program?
3. How has participating in HOSA made you a better team player?
4. What are the two leadership trainings that ALL Texas HOSA Officers are required to attend **and when are they held?**
5. List the conferences that area and state officers lead during their term of office.
6. Do you have any questions for the nominating committee?

3. **Situational Questions**

- Situational questions may be asked to the officer candidates in addition to the previous interview questions. Answers to these questions will provide further insight on the candidate as an officer.

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

## July/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 – attendance is required**
- 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 (September)**

- **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 (November)**

- **State Officers – 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 – attendance is required**
- 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

- **Officer Elects – Required for Officer Training (HOLA)**
  - Purpose: HOSA Officer Leadership Academy – The first in a series of Leadership Development opportunities only for Area Officers. Academy includes 2 days of training sessions which includes assessments for the assignment of officer roles.
- **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. **Officers and advisors are required to report up to 2 nights early for planning and preparation for the conference.**

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.



# 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 officer conference budget line items.
- 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.
    - Assist the Texas Officer Coordinator in the direction of 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 HOSA 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 (those requesting financial assistance with Texas HOSA).
  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.**

# 2023-2024 AREA OFFICER COORDINATORS

Area	Advisor	E-mail Address
1	Alexus Guerra	<a href="mailto:alexus.guerra@leanderisd.org">alexus.guerra@leanderisd.org</a>
2	Deborah Hunt	<a href="mailto:deborah.hunt@fortbendis.com">deborah.hunt@fortbendis.com</a>
3	Kelly Cowan	<a href="mailto:kelly.cowan@texashosa.org">kelly.cowan@texashosa.org</a>
4	Kerry Murray	<a href="mailto:kmurray@yisd.net">kmurray@yisd.net</a>
5	Havery Saraber	<a href="mailto:havery.saraber@kellerisd.net">havery.saraber@kellerisd.net</a>
6	Pam Lard	<a href="mailto:pam.lard@humbleisd.net">pam.lard@humbleisd.net</a>
7	Sally Ites	<a href="mailto:sally.ites@stisd.net">sally.ites@stisd.net</a>

# OFFICER ADVISOR EXPECTATIONS

1. Maintain open lines of communication with the Area Officer Coordinator (AOC) and Texas Officer Coordinator (TOC).
  - Work together to ensure officer success
    - Be aware of deadlines and obligations for officer responsibilities.
    - Monitor your officer's progress in completing responsibilities.
    - Review any projects assigned to your officer prior to the event.
    - Arrive on time for event functions. Obtain a tentative officer schedule ahead of time from the AOC/TOC.
2. Attend all required functions of officers. (See Event Attendance and Information)
  - The officer's advisor of record is expected to accompany the officer to all functions. Parents cannot replace the advisor.
3. While attending required functions with your officer(s), assist the AOC with the officer's official duties.
  - Officer advisors will **remain on site with the officer(s)**, attend sessions, and assist when needed.
  - Officer Advisors should be a presence for the officers, take an interest in their learning, and be aware of the officer responsibilities in conference activities.
  - Remember, you are responsible for your student's needs, this includes
    - emotional support
    - meals not provided by Texas HOSA
    - travel (transportation)
4. Serve as a chaperone to the officer during all required functions. Advisors are to remain with officers while performing his/her duties. Texas HOSA does not serve in a chaperone capacity during any event.
  - **Travel:**
    - **ACCOMPANY** the officer during travel using the school district approved mode of transportation to the event, during the event, and after the event is completed.
    - Ensure officer is safely on board any district approved mode of transportation prior to departing locations/venues. (i.e. a shuttle)
    - Remain on site at locations/venues while the officer is performing duties of his/her office.
    - Officers may NOT transport other members/officers in their personal vehicle, at any time.
    - HOSA, TA does not assume liability for officer/advisor travel at any time during an event.
    - HOSA, TA will not transport officers unless a shuttle is arranged as a part of conference transportation.
  - **Hotel Accommodations:**
    - Coordinate with the AOC regarding lodging arrangements for required events. If the school/district will cover lodging expenses, the officer advisor will make their own reservations. Please be sure to inform the AOC of your plans for lodging arrangements!
    - Advisors must stay at the same hotel as the officer.
    - Ensure curfew rules are followed.
    - Remain on site if the officer is on property.
  - **Meals:**
    - Advisors are responsible for providing meals for the officer, as needed, or not provided by Texas HOSA.

# 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.
6. Abide by the HOSA, TA Officer Agreement

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

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Candidate Signature / Date

Parent/Guardian Signature / Date



## Secondary Officer Advisor Affidavit

**The Advisor completing this document MUST be the Advisor of Record during the term of office for 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 the officer's chaperone during travel, planning meetings, conferences and other activities, attending all officers functions.
  - Serve as chaperone to the officer during any travel, and stay at the same hotel as the officer during overnight functions;
  - Parents cannot replace the advisor.
8. Assist the officer in conducting area or state general and business sessions;
9. Work with Area Officer Coordinator and Texas Officer Coordinator to facilitate the duties of the officer;
10. Inform the school/ administration of the officer and advisor duties, to include my required event attendance and the approximate months of occurrence.
11. I agree NOT TO ENDORSE a candidate for office if I cannot attend the required events or fulfill the duties necessary as outlined in Section E of the Texas HOSA Advisor Handbook.

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
HOSA, TA Leadership Development Institute	YES	YES
Fall Leadership Conference	YES	YES
Planning Meeting for Spring Leadership Conference (day prior to start of Conference - overnight stay recommended)	YES	YES
Planning Meeting for State Leadership Conference	NO	YES
Washington Leadership Academy	NO	YES
Spring Leadership Conference	YES	YES
State Leadership Conference	YES	YES
International Leadership Conference	NO	TBD
Quarterly HOSA, TA Board of Directors Meetings <ul style="list-style-type: none"> <li>• President, Secondary VP, Post-Secondary VP</li> </ul>	NO	As Indicated

2. Assist the officer and advisor in obtaining financial support for travel, lodging and meal expenses.

- Texas HOSA asks schools/districts to provide complete funding for the above officer candidate, if elected to office, and his/her advisor to attend the before mentioned mandatory events.
- If total funding cannot be provided for both officer and advisor travel, Texas HOSA asks that partial funding be provided to cover the complete travel expenses for **either** the officer or the advisor.
- If **no** funding is available to support any officer or advisor travel, Texas HOSA will take into consideration total financial assistance requests on a case-by-case basis.
- Any requests to Texas HOSA for financial assistance to support officer and/or advisor travel, should the above candidate be elected to office, **must be submitted in the form of a letter (on school letterhead) by an administrator, and included in the officer candidate application, uploaded digitally. The letter must state:**

- Who the financial assistance is requested for (officer candidate, advisor, or both)?
- What assistance is requested (mileage, lodging, meals)
- Must list events for which financial assistance is requested (see above list of events)
- Letters received after the officer candidate application deadline will not be accepted.

3. Become familiar with the duties of the officer and advisor
4. 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.

\_\_\_\_\_  
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 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 State Officers
HOSA, TA Leadership Development Institute	YES
Fall Leadership Conference	NO
Planning Meeting for Spring Leadership Conference (day prior to start of Conference - overnight stay recommended)	NO
Planning Meeting for State Leadership Conference	YES
Washington Leadership Academy	YES
Spring Leadership Conference	NO
State Leadership Conference	YES
International Leadership Conference	TBD
Quarterly HOSA, TA Board of Directors Meetings <ul style="list-style-type: none"> <li>• President, Secondary VP, Post-Secondary VP</li> </ul>	As Indicated

2. Assist the officer and advisor in obtaining financial support for travel, lodging and meal expenses.

- Texas HOSA asks schools/districts to provide complete funding for the above officer candidate, if elected to office, and his/her advisor to attend the before mentioned mandatory events.
- If total funding cannot be provided for both officer and advisor travel, Texas HOSA asks that partial funding be provided to cover the complete travel expenses for **either** the officer or the advisor.
- If **no** funding is available to support any officer or advisor travel, Texas HOSA will take into consideration total financial assistance requests on a case-by-case basis.
- Any requests to Texas HOSA for financial assistance to support officer and/or advisor travel, should the above candidate be elected to office, **must be submitted in the form of a letter (on school letterhead) by an administrator, and included in the officer candidate application, digital uploaded. The letter must state:**

- Who the financial assistance is requested for (officer candidate, advisor, or both)?
- What assistance is requested (mileage, lodging, meals)
- Must list events for which financial assistance is requested (see above list of events)
- Letters received after the officer candidate application deadline will not be accepted.

3. Become familiar with the duties of the officer and advisor
4. 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.

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Administrator Name and position

\_\_\_\_\_  
School/District

# 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.**

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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, in its entirety, 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



# Texas HOSA Officer Candidate

## Rating Sheets

# Rating Score Calibration Guidelines: OFFICER CANDIDATE VIDEO

## Rating Score Definitions

	Below	Satisfactory	Good	Very Good	Excellent
Message Related to International Theme	This candidate is below satisfactory expectations	The candidate mentions the International Theme but does not elaborate or tie the theme to content in video.	The candidate states the International Theme and uses one example on how to demonstrate the theme as a HOSA member.	The candidate articulates how the International Theme ties back to their own personal HOSA experience using effective storytelling.	The candidate seamlessly weaves the International Theme throughout the entire video using stories, transitions, and a direct “call to action” to the audience.
Overall Audio/Visual Quality	This candidate is below satisfactory expectations	The sound of the video is audible but is muted or muffled. The picture quality is viewable but appears shaky or blurry.	The sound of the video can be heard without over-adjusting the volume. The picture quality is viewable with the candidate in clear view.	The audio is crisp, clear when using multiple audio sources (ie music, voice). Video shows the candidate filmed with strong lighting and enhanced picture quality.	The video is produced using professional audio/visual quality with HD audio sound mixing and video editing with transitions (ie B-roll, multiple angles).
Creativity	This candidate is below satisfactory expectations	The content is neutral and straightforward with the candidate speaking directly to the camera without the use of examples, stories, or personal anecdotes.	The candidate uses one example and delivers content with energy. The video uses a linear, “talking head” approach that delivers the key message without any additional audio or visual effects.	The candidate uses music, sound effects, graphics, or unique locations/background to engage the audience’s attention without becoming a distraction to the video’s purpose.	The candidate uses a non-traditional approach to producing and editing the video with techniques like B-Roll footage, cutaways, voiceovers, or animation without sacrificing the content or the video’s intent.
Content of Message	This candidate is below satisfactory expectations	The candidate mentions their intent to seek an office and a brief background synopsis. They cover the minimal required content elements for the video and deliver it with moderate to no energy.	The candidate provides their intent to seek an office using at least one example and shares their background with a solid structure including a beginning, middle, and end with a professional and friendly approach.	The candidate provides detailed and thorough reasons for running for office with a friendly and energetic approach. They use their past leadership roles and experiences to support their intent to run for office.	The candidate delivers a compelling and sincere desire to run for office that connects with the audience and clearly explains what they want to accomplish as an officer using a welcoming and inclusive approach.

# Rating Score Calibration Guidelines: OVERALL APPLICATION

	Rating Score Definitions				
	Below	Satisfactory	Good	Very Good	Excellent
Content of Candidate Profile and Responses	This candidate is below satisfactory expectations	Fills in each section with the minimal amount of information necessary to submit application	Provides adequate amount of content in the application to plainly learn about the candidate and their intent to seek office	Provides thorough content detail in the application that clearly demonstrates the candidate's desire to seek an office	Provides detailed and articulate content that engages the nominating committee's attention and demonstrates the candidate's desire to lead Texas HOSA
Documented HOSA Leadership Experience	The candidate is below satisfactory expectations	Currently or previously served as an officer in a non-HOSA related club / organization  Candidate has <b>no</b> current or previous HOSA officer experience	Currently serves as a local HOSA chapter officer at their school	Currently serving in their first year as a Texas HOSA Area or State Officer	Currently serving in their second or third year as a Texas HOSA Area or State Officer
Completeness of Uploaded Documents	This candidate is below satisfactory expectations	Missing no more than 3 documents	Missing no more than 2 documents	Missing no more than 1 document	Missing 0 documents



# Rating Score Calibration Guidelines: NOMINATING COMMITTEE INTERVIEW

## Rating Score Definitions

	Below	Satisfactory	Good	Very Good	Excellent
Professional Image	This candidate is below satisfactory expectations	This candidate is wearing unprofessional, casual attire (i.e. khaki pants, blue jeans, shorts, t-shirt) and does not meet the Texas HOSA Dress Policy.	The candidate is wearing professional attire that does not meet the Texas HOSA Dress Policy or missing key details (i.e.; blazer, appropriate footwear, tailored shirt).	This candidate is wearing a black or navy business suit with complimentary tailored shirt/blouse and footwear. Meets the Texas HOSA Dress Policy.	This candidate is wearing the official HOSA uniform, including patch, neck accent/tie, complimentary footwear, and reflects the HOSA look.
Personality & Poise	This candidate is below satisfactory expectations	This candidate appeared unprepared and/or uncomfortable but still showed some potential to present and connect.	This candidate is prepared and demonstrates solid comfortability in front of the committee, appearing adequately prepared and ready.	This candidate shows genuine comfortability and excitement with the committee and engages the committee attention.	This candidate shows seasoned professionalism, humble confidence, and creates a strong and warm connection with the committee.
Officer Program Knowledge	This candidate is below satisfactory expectations	This candidate has a limited knowledge base about HOSA and appears indifferent about the organization.	This candidate is a solid HOSA member with a base knowledge of the organization.	This candidate demonstrates a strong admiration for HOSA and can speak confidently about the organization.	This candidate shows genuine passion and is a brand ambassador and advocate for HOSA.
Leadership Presence	This candidate is below satisfactory expectations	This candidate appears nervous and uncertain, requires coaching and a boost in confidence.	This candidate is comfortable and well-mannered. They are self-assured and genuine.	This candidate is self-confident, shows positivity, and demonstrates approachability.	This candidate is authentic, welcoming, and upbeat. They would serve as an ideal role model for HOSA.
Speaking Skills	This candidate is below satisfactory expectations	This candidate shows limited conversational skills and lacks basic speaking mechanics (i.e.; eye contact, tone, volume)	This candidate incorporates average speaking skills and responds with short concise answers yet shows coachable potential.	This candidate uses articulate, clear, and positive speaking techniques and provides relevant examples with minimal to no distractions.	This candidate uses engaging speaking techniques with storytelling and the use of hand gestures, facial expression, pitch, and tone.

# Candidate Rating Sheet (Circle only ONE score per row)

***USE ONE RATING SHEET PER CANDIDATE FOR EACH INTERVIEWER***

Candidate Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Interviewer Name: \_\_\_\_\_

Interviewer Officer Position \_\_\_\_\_

Category		OFFICER CANDIDATE VIDEO				
	Below	Satisfactory	Good	Very Good	Excellent	
International Theme	3	6	9	12	15	
Audio/Visual Quality	1	2	3	4	5	
Creativity	5	10	15	20	25	
Content of Message	10	20	30	40	50	

Category		APPLICATION				
	Below	Satisfactory	Good	Very Good	Excellent	
Content of Candidate Profile and Responses	1	10	20	30	40	
Documented HOSA Leadership Experience	6	12	18	24	30	
Completeness of Uploaded Documents	5	10	15	20	25	

Category		INTERVIEW				
	Below	Satisfactory	Good	Very Good	Excellent	
Professional Image	1	4	6	8	10	
Personality & Poise	1	4	6	8	10	
Officer Program Knowledge	10	20	30	40	50	
Leadership Presence	1	5	10	15	20	
Speaking Skills	1	4	6	8	10	

# Candidate Composite SUMMARY Form: INTERVIEW

**Use ONE Composite SUMMARY Form per Candidate ONLY!**

Candidate Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Panelists	Int'l Theme	Audio / Visual Quality	Creativity	Content of Message	Content of Candidate	HOSA Leadership Experience	Complete Application	Professional Image	Personality & Poise	Officer Program Knowledge	Leadership Presence
President's Scores											
Vice President's Scores											
Secretary's Scores											
Historian's Score											
Reporter's											
<b>TOTAL ADDED SCORES</b>											
<b>AVERAGE SCORES (TOTAL ADDED SCORES / # of Panelists)</b>	(Max 15 Pts)	(Max 5 Pts)	(Max 25 Pts)	(Max 50 Pts)	(Max 40 Pts)	(Max 30 Pts)	(Max 25 Pts)	(Max 10 Pts)	(Max 10 Pts)	(Max 10 Pts)	(Max 10 Pts)

OFFICER Candidate Video (5%)	OVERALL APPLICATION	NOMINATING
Uploaded to Tallo (5 pts)	/ 5	
Message related to International Theme (15 pts)	/ 15	
Overall audio/visual quality (5 pts)	/ 5	
Creativity (25 pts)	/ 25	
Content of message (50 points)	/ 50	
<b>TOTAL POINTS</b>	0	0
<b>Overall Application (15%)</b>		
Profile created on Tallo (5 pts)	/ 5	
Content of candidate profile and responses (40 pts)	/ 40	
Documented HOSA Leadership Experience (30 pts)	/ 30	
Completeness of uploaded documents (25 pts)	/ 25	
<b>TOTAL POINTS</b>	0	0
<b>Nominating Committee Interview (30%)</b>		
Professional Image (10 pts)	/ 10	
Personality and Poise (10 pts)	/ 10	
Responses - Knowledge of officer program (50 pts)	/ 50	
Leadership Presence (20 pts)	/ 20	
Speaking skills (10 pts)	/ 10	
<b>TOTAL POINTS</b>	0	0

**INSTRUCTIONS:**  
 Insert total **AVERAGE SCORES** into Officer Candidate Rating Excel spreadsheet on Google drive

\* **NOTE:** For digital upload related points, video or application must be uploaded to digital upload by deadline to receive full points.