



Texas HOSA Handbook:

Section E: Secondary/Post-Secondary Officer

This section contains:

- Officer Application Process
- Becoming a HOSA, TA Officer
- Levels of Office
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- 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 Officer Handbook found in Section E of the Advisor Handbook located at www.texashosa.org and meet the stated qualifying criteria outlined in the officer handbook to run for office.

Here's How to Apply!

Texas Officer Application Form

Application will open on December 1.

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 (or Post Secondary) Administrator Affidavit
- HOSA, TA Travel Policy
- HOSA, TA Rooming Policy
- Two letters of Reference
- Unofficial Student Transcript
- HOSA, TA Officer Agreement
- Texas HOSA Social Media Contract

Please submit your video as “UNLISTED” YouTube link through the above digital upload link. Videos must be submitted by the appropriate conference registration deadline!

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 pg24-26, as well as perform duties listed on E pg30. 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 p24-26 and E p30.
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 registration 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.
 - All Secondary Officer Candidates will interview with the Nominating Committee at their respective Area Spring Leadership Conferences.
 - Post Secondary/Collegiate Candidates will interview with the Nominating Committee at the State Leadership Conference.
 - **Candidates Seeking International Executive Council (IEC) Endorsement:**
 - a. Secondary Candidates will participate in the Nominating Committee Interview at the **Area and State** Leadership Conferences.
 - b. Post Secondary/Collegiate Candidates will participate in the Nominating Committee at the State Leadership Conference.
7. **Online Texas HOSA Officer Exam:** **Secondary candidates** seeking office are required to take the online Texas HOSA Officer Examination during the testing window of the Area Spring Leadership Conferences. **This includes those Secondary Officer Candidates seeking International Executive Council Endorsement.** 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. **Secondary candidates seeking International Endorsement will NOT test again at the State Leadership Conference.**

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. This includes those Post Secondary/Collegiate Officer Candidates seeking International Executive Council Endorsement.

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, TA Bylaws (<https://texashosa.org/handbooks/>)
- International HOSA/HOSA, Inc. Bylaws (<https://hosa.org/publications/>)
- International HOSA website (<http://www.hosa.org>)
- HOSA, TA website (<http://texashosa.org>)
- Texas Advisor Handbook Section A (<https://texashosa.org/handbooks/>)
- HOSA, TA Chapter Handbook (current edition, (<https://texashosa.org/handbooks/>)
- International HOSA Handbook, Section A (<https://hosa.org/publications/>)
- International HOSA Policy and Procedure Manual (<https://hosa.org/publications/>)
- Texas HOSA Policy and Procedure Manual (<https://texashosa.org/handbooks/>)

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

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

Secondary:

- Four (4) officer candidates as officer elects at the Area Spring Leadership Conference.
- Two (2) officer candidates seeking IEC endorsement. These candidates must have served as a Texas HOSA Officer for one full term.

Post Secondary:

- Two (2) officer candidates

Information for International Executive Council Candidates (IEC):

- IEC Candidates must have served as a Texas HOSA Officer for one full term.
- IEC Candidates must be registered for their designated Area and/or State Leadership Conference.
- **Secondary IEC Candidates:**
 - must take the online Texas HOSA Officer Exam during the online testing window.
 - will submit the Texas HOSA Officer Application by their designated Area conference registration deadline. There is no need to resubmit the application at the State Leadership Conference deadline or to retake the Texas HOSA Officer Exam at the State Conference.

- will participate in the Nominating Committee Interview at the Area **and** State Leadership Conferences and must be endorsed to seek office by the voting delegates at the Business Session of the conference.
- **Post Secondary/Collegiate IEC candidates:**
 - must take the Texas HOSA Officer Exam **on site** at the State Leadership Conference.
 - will submit the Texas HOSA Officer Application by the State Leadership Conference registration deadline.
 - will participate in the Nominating Committee Interview at the State Leadership Conference and must be endorsed to seek office by the voting delegates at Business Session of the State Leadership Conference.
- Following final endorsement at the State Leadership Conference:
 - International Executive Council candidates must obtain the national application from the Texas HOSA State Advisor.
 - IEC application must be completed by the deadline stated in the application. 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.

Event	Secondary IEC Candidates	PS/Collegiate IEC Candidates
Register for Conference	Area and State Conferences	State Conference
Texas HOSA Officer Exam	Online Testing Only	State Conference (on-site)
Texas HOSA Officer Application	By Area Conference registration deadline	By State Conference registration deadline
Nominating Committee Interview	Area and State Conferences	State Conference
Obtain Endorsement	Area and State Conferences	State Conference
Submit IEC Application	Not required to resubmit once it has been received by the Area Conference registration deadline	By State Conference Registration deadline

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
- Serve as a member of the State Officer Team.

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
- Serve as the President of their Area Officer Team.

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 what this year's International theme, **"Redefine the Standard"**, means to you! 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 speaking. Use the two minutes however you wish to introduce yourself to the Texas HOSA Membership and Nominating Committee.

The videos should be filmed horizontally, and the audio should be clear and recorded with high quality sound. This video may be linked on the texashosa.org website. When submitting your video, please avoid using any copyrighted music or content. While this will not result in penalization, be aware that YouTube may remove your video if it contains copyrighted material. To prevent this, we recommend using royalty-free music or no background music at all. This will help ensure that your video remains accessible and adheres to the submission guidelines.

This should not be a campaign speech nor mention any specific 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 may 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 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 Texas HOSA Officer for one full term.

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**).
- Candidates will be asked to begin the interview with a one-minute prepared speech 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%
MAX TOTAL	60%

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 the 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 Texas Officer Coordinator and/or 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.

Texas HOSA Officer Structure



Texas Area Officer Teams[^]

[^] 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.

[#] 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.texasosa.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

- 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.
- 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!
- Start early to prepare -- 90% of successful speaking is determined by how well you have thought through what you are going to say.
- 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
- 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.
- 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!
- 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.
- Contact the Texas HOSA Officer Coordinator if you have any questions or concerns!

HOSA, TA Travel for Board Members, Student Officers and their Advisors

Milage/Airfare associated with mandatory HOSA, TA, are the responsibility of the individual. If the district is unable to assume these expenses, Texas HOSA will do so, but only if an official letter of denial for these expenses is submitted by a district administrator. The letter should include the event being denied, persons being denied, and reason for the denial. The letter is to be sent to the Executive Director and is kept on file and shared with the accountant.

Any violation of HOSA code of conduct may result in travel reimbursement assistance being revoked and the school may be responsible for the total amount of the financial assistance provided by Texas HOSA for the event. In addition, schools with a Code of Conduct violation may be denied any future financial assistance from Texas HOSA.

Original receipts along with an RFP form must be submitted for any reimbursements.

Reasonable travel expenses for any person doing business for HOSA, TA will be reimbursed according to state guidelines. When making travel plans, (driving or flying), the most economical means must be chosen. Special circumstances will be considered by the Board of Directors. RFP must be submitted showing calculated cost of mileage vs. airfare.

1. Allowable travel expenses

Personal automobile mileage

Allowable travel expenses: Personal automobile mileage from headquarters (home or office) to the place of official HOSA business will be reimbursed at the appropriate state per diem rate at the time the expense is incurred. This can also include mileage to and/or from an airport, conference site to hotel. Mileage will only be reimbursed while conducting official HOSA business. Mileage reimbursement will be calculated using google maps which should include miles traveled.

Airfare

Airfare should be booked at the lowest possible refundable fare available. Additional personal baggage is not eligible for reimbursement.

Rental cars

Car rental fee (at destination) is not allowable unless other transportation such as taxi or shuttle is not available for performing official business or unless you document that car rental is more cost effective than alternate modes of travel. (The car rental must be documented with a receipt.) Gasoline for the rental car is allowable with a receipt. The use of rental vehicles should be exercised very judiciously and only in situations where the cost of using a taxi would exceed the cost of the rental vehicle. Rental cars must be pre-approved by the HOSA, TA board of director's president. Any additional vehicle insurance purchased will not be reimbursed. If a school district requires a rental car to transport students, HOSA, TA will reimburse mileage only. It is the responsibility of the district to pay car rental and gasoline expenses.

Taxi Fares, Parking and Tolls

Taxi fares for official business are allowable. Taxi fares, parking and toll fees will be reimbursed at actual costs. Airport parking is eligible for reimbursement with receipts. Original receipts are required. **Valet parking is not eligible for reimbursement according to federal guidelines.**

2. Unallowable Travel Expenses

- First class airfare
- Alcoholic beverages
- Entertainment/recreation
- Meals or any other expenses for other persons unless pre-approved by the HOSA, TA board of director's president.
- Unreasonable accommodations such as penthouse, suite or expensive hotel room.
- Mileage, parking, and toll road expenses for purposes other than official business
- Personal accident insurance or personal effects coverage for rental cars.
- Rental car for personal use or for purposes not associated with official HOSA duties.
- Any expenses for a rental car that are related to the operation of the rental car, except for parking, toll expenses and gasoline.
- Valet Parking
- Fees paid for Early Bird boarding or fees paid for boarding/seating upgrades and additional baggage are not eligible for reimbursement.
- Miscellaneous cash tips are NOT allowed for reimbursement. This includes tips for baggage handling and other non-meal related items.
- Texas HOSA is not responsible for any chaperone and or parent expense.
- Spouse Travel- on occasion when a spouse may accompany employee or contract personnel on HOSA, TA business trip the employee/spouse will be responsible for any additional cost associated with traveling.

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.

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
 - Fall and 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) Special funding is available!

- **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) Special funding is available!

- **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 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.
- Approval for overnight lodging for officers and advisors for spring leadership conferences at least 50 miles from their home district may be approved, as appropriate.

March – April: **State Leadership Conference**

- **Officer Elects – Required for Officer Elect 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.

2026-2027 AREA OFFICER COORDINATORS

Area	Advisor	E-mail Address
1	Karen Pearce	karen.pearce@leanderisd.org
2	Leslie Rivera	leslie.rivera@cfisd.net
3	Hana'A Said	hsaid@harmonytx.org
4	Kerry Murray	kmurray@yisd.net
5	Evette Mumford	evette.mumford@fwisd.org
6	April Barker	abarker@pasadenaisd.org
7	Martha Garcia	martha.garcia@stisd.net

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.

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 • President, Secondary VP, Post-Secondary VP	NO	As directed

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 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 • President, Secondary VP, Post-Secondary VP	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 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 email for reimbursement. After board approval, the receipts will be submitted to the HOSA, TA accountant for payment.**

Please refer to the HOSA, TA Travel for Board Members, Student Officers and their Advisors, pg E22-23. Some events, to include out-of-state events, will have special funding available for travel expenses. Any expense will be considered on a case-by-case basis.

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



Texas HOSA Hotel Rooming Policy

Applies to All Texas HOSA Officer-Sponsored Overnight Events

Form must be printed and signed by all parties.

Purpose

To ensure the safety, comfort, and appropriate behavior of all participants during overnight Texas HOSA events, all chapters must adhere to the following hotel rooming guidelines. This policy must be reviewed and shared with students, parents/guardians, and chaperones prior to travel.

1. General Expectations

- All lodging arrangements must ensure appropriate supervision, safety, and professionalism.
- Male and female students are not permitted to share the same hotel room.
- Rooming lists must be submitted to the HOSA Chapter Advisor and/or Texas HOSA leadership as required.

2. Student Room Assignments

- Students should be roomed by gender and grade level when possible.
- Rooms will typically include 2 to 4 students. Single occupancy rooms for students are discouraged and require pre-approval from both the parent/guardian and school administration.
- Students are strictly prohibited from entering rooms assigned to students of the opposite gender.

3. Advisor and Chaperone Guidelines

- Advisors and chaperones may not room with students unless the student is their own child.
- Chaperones must stay on-site and remain readily available at all times.
- Advisors are responsible for conducting nightly room checks and enforcing curfew in accordance with the trip itinerary and/or school district policies.

4. Curfew Policy

- Students must be in their assigned rooms by the designated curfew time set by the advisor or conference guidelines.
- No student may leave their room after curfew unless there is an emergency.
- Curfew violations may result in disciplinary action and possible dismissal from the event.

5. Code of Conduct

- Students must follow the Texas HOSA Code of Conduct, including but not limited to:
- Respecting hotel property, staff, and fellow participants
- Following all adult instructions
- Avoiding disruptive or inappropriate behavior
- Strictly avoiding possession or use of alcohol, drugs, or tobacco products
- Note: Violations may result in the student being sent home at the parent/guardian's expense and may include further school or district disciplinary action.

6. Emergency Procedures

- Advisors must maintain access to student emergency contact and medical information throughout the trip.
- Parents/guardians and students will be provided with the hotel name, address, and contact information prior to travel.

7. Special Considerations

- Any exceptions to the standard rooming policy must be approved by:
- The school district administration (Principal or Superintendent)
- The parent/guardian
- The HOSA Chapter Advisor

Acknowledgment and Required Signatures

By signing below, I acknowledge that I have read and understand the Texas HOSA Hotel Rooming Policy. I agree to abide by all expectations and guidelines outlined above.

Printed Name	Signature	Date
Student:		
Parent/Guardian:		
School Principal:		

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: (Print) _____

Area (if Applicable) _____ Division: Secondary ____ Post-Secondary ____

School: _____

Officer Candidate 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.

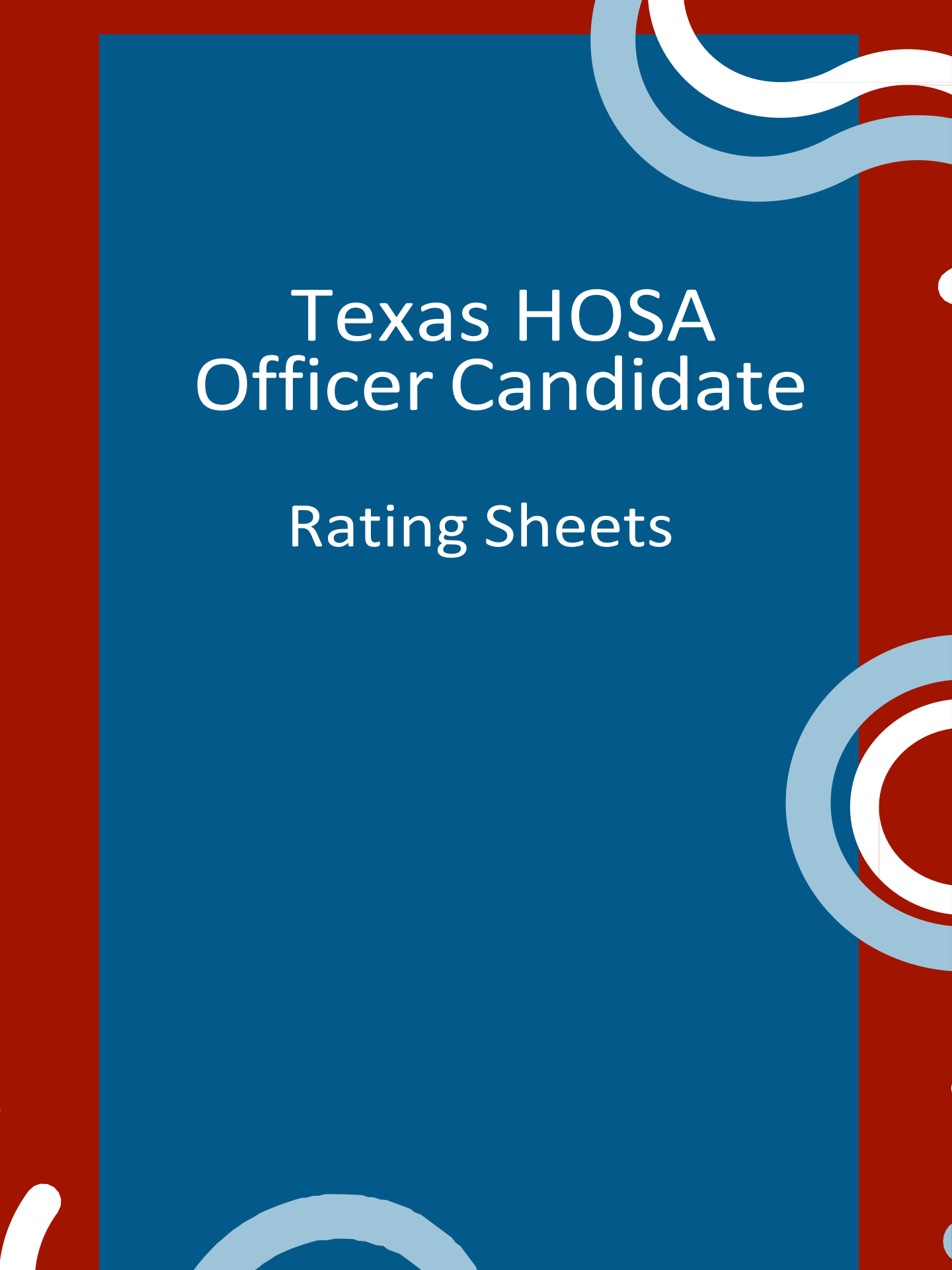
At Texas HOSA Headquarters' discretion, you would be required to take down social media posts if deemed in violation of this policy.

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 Candidate Signature

Date



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 no 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 SUMMARY Form Per Candidate ONLY!

Candidate Name:

School Name:

Panelists	Int'l Theme	AV Quality	Creativity	Content of Message	Content of Candidate	HOSA Leadership Experience	Complete Application	Profess'l Image	Personality & Poise	Officer Program Knowledge	Leadership Presence	Speaking Skills
President												
VP												
Secretary												
Historian												
Reporter												
Total Added Scores												
Average Total/# of Panelists	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 50 pts	Max 20 pts	Max 10 pts
	Officer Candidate Video				Overall Application			Nominating Committee Interview				

Element	Panelists Average Score	Weight
Officer Candidate Test (10%)		
Candidate Score		/100
Officer Candidate Video (5%)		
Uploaded to Platform		/5
Message Related to Internat'l theme		/15
Overall AV Quality		/5
Creativity		/25
Content of Message		/50
Total Points		/100
Overall Application (15%)		
Upload to Platform		/5
Content of Application and Responses		/40
HOSA Leadership Experience		/30
Completeness of Documents		/25
Total Points		/100
Nominating Committee Interview (30%)		
Professional Image		/10
Personality and Poise		/10
Knowledge of Officer Program		/50
Leadership Experience		/20
Speaking Skills		/10
Total Points		/100

INSTRUCTIONS: Insert total AVERAGE SCORES into Officer Candidate Rating Sheet on Google Drive.

NOTE: For Formstack related points, video or application must be uploaded to Formstack by conference registration deadline to receive full points.