



Revised  
2017

## Secondary/Post-Secondary Officer Handbook

### Section E

**This section contains:**

- STEM Premier Instructions for Officer Application
- HOSA, TA Levels of Office
- Duties of Officers
- Becoming a HOSA, TA Officer
- Nominating Committee Process
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# 2017-2018 Texas HOSA Officer Application

Candidates are required to apply through STEM Premier.

## Criteria:

- 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](http://www.texashosa.org).
- Active secondary and post-secondary/collegiate HOSA members with at least 1 year prior membership in HOSA.
- High School candidates MUST be currently classified as a sophomore or junior. Postsecondary/collegiate members must have at least one year remaining until graduation.
- Officer candidates must have the sponsorship of the school administration and local HOSA advisor when seeking and while holding office.
- Candidates are required to take the online Texas HOSA Officer Examination in addition to applying on STEM Premier.
- All officer candidates will participate in an interview with the Nominating Committee to seek nomination or endorsement from the committee.

## Applying Is Easy. Here's How:

### 1 Join STEM Premier

- Go to [www.stempremier.com/hosa](http://www.stempremier.com/hosa)
- Click the **Start Your Free Profile** button and create your account
- All Texas HOSA Officer applications will be managed through STEM Premier. **HOSA Members must have a STEM Premier account and apply within the application**

### 2 Search For Texas HOSA Officer Application

- Select your account **dashboard**
- Go to the **opportunities** section, click the **search icon** and search for Texas HOSA under **Keyword**
- Select **2017-2018 Texas HOSA Officer Application** from the results list

### 3 Apply

- Follow the steps and provide required information (Your STEM Premier profile will act as a majority of your application!)
- Click **Apply Now**

Questions? Need some help? Contact Us.  
[support@stempremier.com](mailto:support@stempremier.com) | 855 765 STEM (7836)



# THE PROCESS OF BECOMING A HOSA, TA OFFICER: QUALIFYING CRITERIA FOR OFFICER CANDIDATES

Active secondary & post-secondary/collegiate HOSA members with at least 1 year prior membership in HOSA are eligible to seek office. Candidates MUST be currently classified as a high school sophomore or junior student (secondary) or have at least one year remaining prior to graduation (post-secondary).

Officer candidates must have the sponsorship of the school administration and local HOSA advisor when seeking and while holding office.

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.

1. **Online Texas HOSA Officer Exam:** Secondary candidates seeking to hold an Area or State office shall be required to take the online Texas HOSA Officer Examination during the testing window of the Area Spring Leadership Conferences. The qualifying score of the examination is determined by the President of HOSA, TA Board of Directors, Texas HOSA State Advisor, and Texas Officer Coordinator. Candidates must be current members of HOSA in good standing.

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

The Texas Officer Candidate Examination questions will consist of:

- 60% HOSA
- 40% Parliamentary Procedure

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

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

# HOSA, TA Levels of Office:

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## *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 national 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 national levels.**

The State Officers of HOSA, TA shall consist of:

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

## *Information for National Officer Candidates:*

- Candidates must have served as an state officer
- National officer candidates must obtain the national application from the Texas Officer Coordinator
- National application must be completed and mailed to the Executive Director/ State Advisor by the deadline stated
- Applications not postmarked by deadline will not be accepted
- Executive Director/State Advisor will submit application to National HOSA by the deadline

*Each Texas HOSA chapter* may submit a maximum of:

- Two (2) area officer candidates (secondary only)
- One (1) state officer candidate
- Two (2) national officer candidates (1 secondary and 1 Post-Secondary)

# Duties of Area Officers (**Secondary Officers Only**)

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## ***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

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## ***President:***

- Serve as the presiding officer of all HOSA, TA state meetings and functions
- Serve as a voting member of the HOSA, TA board of directors
- Develop an annual state program of work
- Work to ensure the goals of HOSA, TA are accomplished

## ***Secondary Vice President:***

- Preside in the absence of the president and assume duties, if necessary
- Serve as a voting member of the HOSA, TA board of directors
- Serve as chairman of the Credential Committee for officer state candidates
- Work to ensure the goals of HOSA, TA are accomplished
- Serve in any capacity as directed by the president
- Work to ensure the goals of HOSA, TA are accomplished

## ***Postsecondary/Collegiate Vice President:***

- Serve as representative for the postsecondary/collegiate division, HOSA, TA
- Serve as a voting member of the HOSA, TA board of directors
- Work with the postsecondary/collegiate advisor to accomplish goals
- Work to ensure the goals of HOSA, TA are accomplished
- Serve in any capacity as directed by the president
- Work to ensure the goals of HOSA, TA are accomplished

## ***Secretary:***

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

## ***Historian:***

- Collect digital pictures from active HOSA members and chapters
- Plan and develop a multimedia show for state conference
- Serve in any capacity as directed by the president
- Work to ensure the goals of HOSA, TA are accomplished

## ***Reporter:***

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



# YouTube Video Instructions

Tell us about yourself! You have two minutes via YouTube video to introduce yourself, tell us how HOSA is helping to “Create Your Future!” and 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.

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 may be used during the Opening Ceremony of the Area Spring Leadership Conference or during one of the General Sessions of the State Leadership Conference.

**Please submit your YouTube video link through STEM Premier by the appropriate conference registration deadline!**

# Nominating Committee Process for Area, State and National Candidates

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

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

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

2. **Conference Nominations:**

- Area candidates must be nominated at their own area conference to be slated by the nominating committee.
- State candidates must be nominated at their own area conference to be endorsed, and nominated again at the state conference to be slated.
- Post-secondary candidates are to be nominated at the state conference. Nomination at the area conference is not required for post-secondary candidates.
- National candidates must be nominated at their own area conference and state conference to be endorsed.

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

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

4. The interview process of the nominating committee will be no longer than 10 minutes and shall be timed. Interview times will be published in the conference agenda.
5. The nominating committee will ask the same questions to each candidate. (Please refer to "Interview Pointers" for questioning procedures **pgs. E 13-14**)
6. **In the event a current area officer is seeking an office, he/she will not be able to serve on the Nominating Committee.**



7. **Candidates must:**
  - **Have a one-minute speech prepared for the Nominating Committee based on the current year's national theme.**
8. The Nominating Committee shall base their recommended slate of officers on the before mentioned Qualifying Criteria for holding a HOSA, TA office.
9. The Nominating Committee may choose to move a candidate to a higher or lower level of office than was requested by the candidate in the HOSA, TA Officer Application. In addition, the Nominating Committee has the discretion to slate a candidate for an officer position other than the one they are seeking. The Texas Officer Coordinator is required to seek approval from the student's advisor before moving a student to a higher level of office other than the one they are seeking.
10. The Nominating Committee Chair may choose to post at a designated location, or announce the slate of officers to all candidates once all interviews have been conducted.
11. Officer candidates and all elected officers are to follow the Texas HOSA Officer uniform policy (see below) or wear the Official HOSA Uniform from Awards Unlimited during the nominating process, when conducting HOSA business, and during all general and business sessions.

**Texas HOSA Officer Uniform Policy:**

- Tailored navy blazer with emblem affixed over the heart.
  - Shirt/blouse for females (white tailored or short-sleeve white jewel neck shell)
  - Shirt for males—white closed-neck, man-tailored dress shirt, suitable for use with a tie
  - Accent for female members – maroon HOSA scarf or tie is optional but not required
  - Accent for male officers – maroon long tie
  - Matching navy slacks for males and matching navy slacks or skirts for females
  - Closed-toe blue or black shoes (hose optional)
12. No campaign materials will be allowed.

# HOSA, TA Officer Election Process

## Business Session

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

# Interview Pointers

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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:
      - What do you feel is the most important statement in the HOSA Creed? Why?
      - If someone at school asked you “What is HOSA?” how would you respond?
      - What were the six founding charter states in national HOSA?
  - **Leadership**
    - Think about the leadership experiences and skills you have developed through your HOSA career and otherwise.
    - Example questions:
      - What leadership qualities promote success?
      - What motivated you to run for office?
      - What do you plan to contribute or accomplish if elected to serve?
  - **Health Science Related**
    - Reflect on your health science classes and experiences you have had.
    - Example questions:
      - What are your career goals? How will you achieve these goals?
      - What have you enjoyed studying the most in health science? Why?
      - What experiences have you had because of your health science courses?
  - **Parliamentary Procedure**
    - The following source may be helpful in preparation *Robert’s Rules of Order, Newly Revised*
    - Example questions:
      - What is the official reference for parliamentary procedure?
      - What are the two types of committees?
      - What does the term “germane” mean?

- **Personal**

- Answers to questions in this category will help the credentialing committee understand the personality and an in-depth understanding of the candidate.
- Example questions:
  - What activity has been the greatest challenge for you? Why?
  - What is the personal achievement of which you are most proud?
  - Describe a time when you had a disagreement with a superior, and what you did to fix the problem.

- **Mandatory Questions**

- The following questions WILL be asked:
  1. What are the duties of the office that you would like to run for and why do you feel you are best suited for this position?
  2. Briefly list the leadership training and officer activities that officers are required to attend.
  3. Other than health science, what is your favorite subject in school?
  4. Tell us about your hobbies.
  5. Are you willing to accept any officer position for which this committee feels you are best suited?
  6. Do you have any questions for the nominating committee?

3. **State Officer Candidate Questions**

- At the State Leadership Conference, there will be 3 situational questions asked to the state officer candidates in addition to the previous interview questions. Answers to these questions will provide an insight on the ability of the candidate to fulfill a position in the state office.
- Example questions:
  - You have been hired for your first job. At the time of hire, your employer said that you could have time off for the state conference. When the March schedule is posted, you realize that you are scheduled to work during the conference. What do you do?
  - Your grades are falling and your advisor is refusing to allow you to participate in any further HOSA activities until your grades improve. You are scheduled to speak to a new HOSA chapter on the benefits of HOSA. What will you do?
  - You have 2 minutes on a national television network. What would you say about HOSA?

# Delivering an Effective Speech

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1. Campaign speeches should display the candidate's qualifications for office as well as their platform. The candidate's platform should include goals, ideas and initiatives that will promote the mission of HOSA, TA.
2. Great campaign speeches reflect a thorough understanding of the purpose of HOSA, TA. Think of an appropriate theme, slogan, or acronym that helps voting delegates remember you! Campaign speeches provide the opportunity for a candidate to inspire delegates to action and win votes. Be creative!
3. Start early to prepare. 90% of successful speaking is determined by how well you have thought through what you are going to say.
4. Make an outline that includes:
  - a. Introduction – start with something strong and relevant to get their attention (story, quote, fact)
  - b. Body – include what is important to your audience and how you can serve their needs as well as your credentials
  - c. Conclusion – summarize/reinforce the central theme and end with a clincher statement
5. Practice in front of the mirror, friends, parents, and the class. Effective speeches should never be read. Use note cards only for key points to keep you on task.
6. Deliver with purpose and power! The presentation is more important than the words spoken. First impressions are powerful, so dress appropriately and walk with crisp precision. Use good eye contact, posture and hand gestures. Speak with conviction and enthusiasm. Vary the tone of your voice, rate and volume. Speak clearly, enunciate and smile!
7. Stay relaxed! Manage nervousness by taking deep breaths prior to the speech, pause and smile at the audience before speaking, and limit caffeine prior to speaking.
8. Contact a current officer! The best resource in preparing for the credentialing process is to talk with a current HOSA, TA officer. They have a wealth of knowledge and experience to share!

# HOSA, TA OFFICER FUNCTIONS

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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 National Leadership Conference**

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

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

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

July:

## **Health Science Professional Development Conference**

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

August:

## **Texas HOSA Leadership Development Institute**

- **Area and State Officers – attendance required**
- Purpose: 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 for the Fall and Spring Leadership Conferences
- Area Officer Coordinator
- Texas Officer Coordinator
- Leadership Trainer
- HOSA, TA Board of Directors

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

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

### **Washington Leadership Academy**

- **State Officers – attendance required**
- Purpose: Three day State Officer leadership conference emphasizing teambuilding, public relations, networking with health professionals and the promotion of HOSA to members of Congress.
- Officers are accompanied by their school's HOSA

Advisor to all officer functions and are under the direction of the Texas Officer Coordinator for conference assignments.

### **State Conference Planning Meeting**

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

January – March:

### **Area Spring Leadership Conference**

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

March – April:

### **State Leadership Conference**

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

Other Events:

### **HOSA, TA Board of Directors Meetings**

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

# HOSA, TA OFFICER CANDIDATE INTERVIEW RATING SHEET

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Officer Candidate Name: \_\_\_\_\_ Area \_\_\_\_\_

Office Seeking \_\_\_\_\_ Date \_\_\_\_\_

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

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

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

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

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

## Nominating Committee Interview Notes

Officer Candidate: \_\_\_\_\_ Interviewer: \_\_\_\_\_

Question 1

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Question 2

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Question 3

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Question 4

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Question 5

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Question 6

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Question 7

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Question 8

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Question 9

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Question 10

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# Texas HOSA Officer Application Rating Sheet

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## STEM Premier Candidate Profile

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

School Listed: \_\_\_\_\_

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

- Career Choice: \_\_\_\_\_

Education:

- High School Listed
- College Listed

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

Accomplishments:

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

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Extracurricular/Community Service:

<input type="checkbox"/>	<input type="checkbox"/>
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- To include name of volunteer organization, duration of service (# of hours), and brief description of activity.
- Notes:

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“HOSA: Future Health Professionals

- Added as an Association

<input type="checkbox"/>	<input type="checkbox"/>
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## STEM Premier Submission Responses

	Yes	No
Student/Parent Affidavit	<input type="checkbox"/>	<input type="checkbox"/>
Secondary Officer Advisor Affidavit	<input type="checkbox"/>	<input type="checkbox"/>
Secondary Administrator Affidavit	<input type="checkbox"/>	<input type="checkbox"/>
Two letters of endorsement	<input type="checkbox"/>	<input type="checkbox"/>
HOSA, TA Travel Policy	<input type="checkbox"/>	<input type="checkbox"/>
HOSA, TA Officer Agreement	<input type="checkbox"/>	<input type="checkbox"/>
Level of office seeking:    Area    State    National	<input type="checkbox"/>	<input type="checkbox"/>
Office position you are seeking:	<input type="checkbox"/>	<input type="checkbox"/>
• _____		
Current Advisor:	<input type="checkbox"/>	<input type="checkbox"/>
Advisor email:	<input type="checkbox"/>	<input type="checkbox"/>
Advisor Cell Phone:	<input type="checkbox"/>	<input type="checkbox"/>
Advisor of record during term of service, if elected:	<input type="checkbox"/>	<input type="checkbox"/>
Candidate home address, include city and state:	<input type="checkbox"/>	<input type="checkbox"/>
Candidate email address:	<input type="checkbox"/>	<input type="checkbox"/>
Candidate cell phone number:	<input type="checkbox"/>	<input type="checkbox"/>
Summary Statement:	<input type="checkbox"/>	<input type="checkbox"/>
Area Selected: _____	<input type="checkbox"/>	<input type="checkbox"/>
Number of years in HOSA: _____	<input type="checkbox"/>	<input type="checkbox"/>
Current Grade Level: _____	<input type="checkbox"/>	<input type="checkbox"/>
Candidates must upload a current, unofficial transcript:	<input type="checkbox"/>	<input type="checkbox"/>
You Tube Video link:	<input type="checkbox"/>	<input type="checkbox"/>

# Area Officer Coordinator

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

## General Statement of Duties:

The HOSA Area Officer Coordinator shall be responsible for the activities and duties of the student area officers. The HOSA Area Officer Coordinator must be an affiliated HOSA member in good standing with HOSA, TA and employed by the school district. If the duties of this position are not fulfilled, the board of directors will not authorize the payment of the stipend.

## Essential Job Functions:

- To attend the officer Leadership Development Institute and any planning meeting involving the student officers.
  1. Facilitate student officers in pre-planning of fall and spring leadership conferences.
  2. Monitor Officer Team progress through submitted monthly reports.
  5. Encourage student officers to participate and meet the goals set by the state and area officers.
  3. Assure a quorum at all meetings.
  4. Work with student officers on conference budget.
  
- To guide the area officers in area, fall and spring leadership conference planning, coordinating, and implementing of:
  - 1 . General Sessions:
    - Stage set-up: 6 foot covered table, podium, chairs if needed...
    - Audio Visual: meet with facility director for sound, lighting and equipment needs. **Obtain a name and contact information.**
    - Assure announcer for opening and closing sessions are secured
    - Assist officers and conference chair in selection and confirmation of key note speaker
    - Read all scripts and assure revisions have been completed prior to arriving at the conference
    - **Direct** all conference practice sessions.
  2. Social events:
    - Plan, oversee set-up, control, and clean-up of the event
  3. Advisor Appreciation Awards:
    - Any special awards from officers to their advisors need to be purchased by the officer (flower, gift cards...)
  4. Secure hotel reservations for area officers and officer advisors as needed.
  5. Monitor conference budget for officer expenses.
  6. Acquire any 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.

- Serve as a liaison between area student officers and area spring leadership chairs, Texas Officer Coordinator and HOSA, TA Board of Directors.
  1. Relay any correspondence from student officers to conference chairs.
  2. Coordinate with Texas Officer Coordinator
  3. 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.

**TOC will initiate the process for the stipend request upon completion of the Area Spring Leadership Conference.**

# 2017-2018 Area Officer Coordinators

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Area	Advisor	E-mail Address
1	Billie Tolbert	btolbe@neisd.net
2	Zenia Ridley	ZRidley@ccisd.net
3	Lucy Lucey	llucey@irvingisd.net
4	Margaret St. Meyer	mastmyer@episd.org
5	Evette Mumford	Evette.Mumford@fwisd.org
6	April Barker	ABarker@pasadenaisd.org
7	Elizabeth Chavez	Elizabeth.Chavez@stisd.net

# Student/Parent Affidavit

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If elected, I agree to:

1. Fulfill all of the duties and functions of my office
2. Attend all officer leadership training
3. Attend and fulfill designated duties at planning meetings, fall leadership, area, state and national leadership conferences.
4. Follow the Texas HOSA Uniform Policy (see below) 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.

## **Texas HOSA Officer Uniform Policy:**

- Tailored navy blazer with emblem affixed over the heart.
  - Shirt/blouse for females (white tailored or short-sleeve white jewel neck shell)
  - Shirt for males—white closed-neck, man-tailored dress shirt, suitable for use with a tie
  - Accent for female members – maroon HOSA scarf or tie is optional but not required
  - Accent for male officers – maroon long tie
  - Matching navy slacks for males and matching navy slacks or skirts for females
  - Closed-toe blue or black shoes (hose optional)
5. Maintain academic honesty and uphold a positive reflection of your school, state and HOSA, TA. Failure to do so may result in removal from office.

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

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Candidate Signature / Date

Parent/Guardian Signature / Date

# Secondary Officer Advisor Affidavit

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

If my student, \_\_\_\_\_, is elected to an area or state office, I agree to:

1. Affiliate the officer candidate with my HOSA chapter;
2. Work with the officer to assure that all responsibilities are performed professionally;
3. Assist the officer in completing assignments by the due date;
4. Assist the officer in making travel arrangements and obtaining financial support from the school district;
5. Assist the officer with completing travel reports;
6. Assist the officer in preparing speeches, newsletters and other correspondence;
7. Serve as chaperone to the officer during travel, and stay at the same conference hotel as the officer;
8. If the advisor is unable to support and travel with the officer; it is necessary for the advisor to find a school employee to take over the advisor's responsibilities;
9. Serve as the officer's chaperone during travel, planning meetings, conferences and other activities, attending all officers functions of the before mentioned;
10. Assist the officer in conducting area or state general and business sessions;
11. Work with Area Officer Coordinator and Texas Officer Coordinator to facilitate the duties of the officer;
12. Inform the school/ administration of the officer and advisor duties.

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Advisor Signature

Date

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Advisor email

Cell Phone

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Print Advisor Name

Area



# Secondary Administrator Affidavit

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

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

HOSA, TA Officer Events	Required to Attend?	
	Area Officers	State Officers
Health Science Professional Development Conference	NO	YES
HOSA, TA Leadership Development Institute	YES	YES
Fall Leadership Conference	YES	YES
Planning Meeting for Spring Leadership Conference	YES	NO
Planning Meeting for State Leadership Conference	NO	YES
Washington Leadership Academy	NO	YES
Spring Leadership Conference	YES	YES
State Leadership Conference	NO	YES
National Leadership Conference	NO	NO
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.
3. Become familiar with the duties of the officer and advisor.
4. Support HOSA, TA board policy which states advisors and HOSA students must stay at the designated conference hotel during their area and state leadership conferences.
5. Support students nominated for a national office by paying for expenses to the national leadership conference. If elected to the position then national HOSA will cover all other expenses including extended hotel stay, meals and travel home.
6. Under circumstances that the advisor is unable to attend or travel with the officer, a school employee is required to fulfill the role of the advisor.

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

\_\_\_\_\_  
Date

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

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

# Post-Secondary Advisor Affidavit

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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.

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Advisor Signature

Date

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Print Advisor Name

Institution

# Post-Secondary Administrator Affidavit

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

1. Support the officer and advisor in fulfilling their responsibilities and attending required events.

HOSA, TA Officer Events	Required to Attend?	
	Area Officers	State Officers
Health Science Professional Development Conference	NO	YES
HOSA, TA Leadership Development Institute	YES	YES
Fall Leadership Conference	YES	YES
Planning Meeting for Spring Leadership Conference	YES	NO
Planning Meeting for State Leadership Conference	NO	YES
Washington Leadership Academy	NO	YES
Spring Leadership Conference	YES	YES
State Leadership Conference	NO	YES
National Leadership Conference	NO	NO
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 in obtaining financial support for travel, lodging and meal expenses.
3. Become familiar with the duties of the officer.
4. Support HOSA, TA board policy which states Texas HOSA officers must stay at the designated conference hotel during their area and state leadership conferences.
5. Support students nominated for a national office by paying for the expenses to the National Leadership Conference. If elected to the position, National HOSA will cover all other expenses including extended hotel stay, meals and travel home.

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Administrator Signature

Date

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Print Administrator Name and Position

Institution

# HOSA, TA OFFICER TRAVEL POLICY

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

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

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Print Candidate Name

Print Advisor Name

# HOSA, TA OFFICER AGREEMENT

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## 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 (E16-E20) 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).

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Name (Please Print)

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Officer Position

Area (if applicable) \_\_\_\_\_

Division: \_\_\_Secondary \_\_\_Post-secondary

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School

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Officer Signature

Date

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Parent Signature

Date