**HOSA: FUTURE HEALTH PROFESSIONALS**  **STATE OFFICER CANDIDATE APPLICATION GUIDELINES**

**APPLICATION PROCESS**

* Each HOSA chapter may submit one state officer candidate application.
* Only applications submitted meeting the following criteria will be considered:
  + Typed on the official application form and submitted ELECTRONICALLY on the HOSA Website <http://www.alabamahosa.org/documents>
  + Submission includes a digital headshot of the candidate with a neutral background
  + Submission includes ALL requested signatures
  + Submitted prior to the deadline of December 8th
* The following people understand the importance of this position and commit to making HOSA a top priority during the projected year of service if elected:
  + State Officer
  + Parent
  + Advisor
  + School Administrator

**OFFICER RESPONSIBILITIES**

**PRESIDENT**

* + Preside over all business meetings of the organization and the State Executive Committee.
  + Supervise the progress of the approved Program of Work (POW).
  + Communicate regularly with the State Advisor.
  + Provide monthly updates to the State Advisor regarding progress on the POW.
  + Communicate regularly with the other state officers, to include communication regarding activities to promote the POW.
  + Establish a professional environment for the council.
  + Promote chapter leadership knowledge via regular posts to Alabama HOSA social media.
  + Preside at state leadership conference.
  + Be familiar with all HOSA ceremonies and parliamentary procedure.
  + Sit on appointed advisory boards when asked by State Advisor.
  + Represent the organization at other meetings as deemed necessary by the State Advisor.

**1ST VICE PRESIDENT (SECRETARY)**

* + Assume responsibility in the absence of the President.
  + Keep the minutes of the state Executive Council meetings.
  + Type and e-mail the minutes to the State Advisor within 30 days after the meeting.
  + Provide a reading minutes, and other communications, at Executive Committee meetings.
  + Communicate regularly with the State Advisor and other state officers.
  + Collaborate with the other state officers to update the state officer workshops/activities and provide an outline and synopsis to the State Advisor by the conclusion of the State Officer Leadership Summit.
  + Promote chapter competitive event knowledge via informational posts to Alabama HOSA social media.
  + Serve in any capacity as directed by the President.

**VICE PRESIDENT OF CHAPTER RELATIONS**

* + Develop/revise a welcome letter from the Executive Committee to be dispersed to new chapters.
  + Develop/revise information flyers or brochures to be distributed to chapters about national and state programs, and Alabama HOSA updates.
  + Provide leadership in promoting the organization’s community service program and service learning opportunities.
  + Supervise the Alabama HOSA social media sites.
  + Promote knowledge of HOSA’s current activities via regular posts to Alabama HOSA social media.
  + Communicate regularly with state officers regarding social media activity.
  + Provide a report of activities at Executive Committee meetings.
  + Serve in any capacity as directed by the President.

VICE PRESIDENT OF MEMBERSHIP

* + Collaborate with the state officers to update and revise the state officer workshop/activities.
  + Develop/revise a letter to the chapters offering state officer visits and detailing the content of workshop opportunities.
  + Develop/revise informational flyers or brochures detailing competitive event information and helpful hints.
  + Promote chapter effectiveness via regular reminders of workshops and state officer visit opportunities to Alabama HOSA social media.
  + Provide leadership in planning and implementing programs for membership promotions and development.
  + Provide a report of state officer visits at Executive Committee meetings.
  + Serve in any capacity as directed by the President.

ALL State Officer positions are expected to visit local chapters and provide presentations and workshops that meet the needs expressed by the requesting chapter(s).

**CANDIDATE QUALIFICATIONS**

* Candidate must be a current high school sophomore or junior who has demonstrated leadership qualities.
* Be a current dues paying member of an affiliated chapter.

(Name must appear on the chapter’s HOSA Roster by the Fall deadline)

* Be an active HOSA member in good standing for at least one semester.
* Maintain an above average scholastic rating.
* Make contributions, directly related to HOSA, which demonstrate leadership and responsibility.
* Be able to interact with others about the HOSA organization, its goals, purposes and projects.
* Be willing to give their HOSA office precedence over other meetings, school functions and activities.
* Possess the following leadership qualities:
  + Ability to preside at meetings.
  + Willing to accept constructive critique from advisor(s) and will seek guidance from others.
  + Works well with people and accepts others’ viewpoints.
  + Expresses ideas clearly.
  + Uses time wisely to meet obligations promptly.
  + Has self-confidence.
  + Challenges others to accept responsibilities.
  + Follows ALL rules and acts with ethical integrity
* Be willing to devote the time and effort required locally and at the state level for the fulfillment of the responsibilities of the office by agreeing to the following:
  + **Will make HOSA a top priority by attending and participating in all meetings of the HOSA State Executive Committee and other meetings involving HOSA state officers.**
  + Will make visits and speeches for HOSA chapter meetings, parent occasions, and civic meetings on request.

**CAMPAIGN POLICIES**

* The **two-page** Officer Qualification section of the State Officer Application will be provided to voting delegates prior to SLC and in chapter registration packets at the State HOSA Leadership Conference.
* An official officer candidate badge will be issued to the candidate at registration.
* Each candidate shall be allowed up to two minutes to present a campaign speech to the voting delegates at State Leadership Conference. (A timekeeper will present)
* Directly following their speech, each candidate will answer a question drawn from a “Question Box”.
* Candidates may send articles and/or pictures to newspapers.
* Candidates and/or candidate supporters may NOT:
  + Send campaign cards, letters or any other candidacy materials to other HOSA Chapters.
  + Wear badges other than the one supplied by Alabama HOSA
  + Hand out favors, prizes, flyers or other campaign materials.
  + Display campaign materials or posters.
  + Wear costumes or use props during speech or to campaign.
  + Use musical expression of any kind during the campaign speech or question. (Singing, rap, humming, etc.)
* Candidates who do not adhere to the campaign policies may be disqualified.

**ELECTION OF STATE OFFICERS**

* State officers will be elected at the HOSA State Leadership Conference. All officer candidates run at-large. The four candidates that earn the highest number of delegate votes at the State Leadership Conference shall be the state officers.
* Advisors will appoint TWO responsible members to act as Voting Delegates for each chapter.
  + The advisor should provide the State Officer Candidate Qualifications Packet to the delegates.
  + Each delegate will electronically submit their top four votes at the conclusion of the candidates’ speeches.
* **Officer candidates will be required to come for a mandatory practice/orientation at the SLC (tentatively at 12 noon on the first day of the conference – lunch will be provided for the candidate).** 
  + Candidates will rehearse their speech and the election process on stage using the available audiovisual equipment at this time.
  + Only the State Advisor can grant permission for a candidate to run for office who has missed the practice because of extenuating circumstances.
  + Candidates may be disqualified if the mandatory practice/orientation is not attended.
* The newly elected State Officers will be announced at the end of Opening Session.
* The NEWLY ELECTED OFFICERS will interview that afternoon to determine the specific position they will assume. (The positions will be announced during the Installation Ceremony)
* This interview will be conducted by a committee, and is based on the officer’s application and answers supplied during the interview.
* The elected state officers shall be a President, a First Vice President (Secretary), a Vice President of Chapter Relations, and a Vice President of Membership.
* Newly elected officers will be installed during Closing Session the following day.
* The state officers shall be elected to a term of one year. The term of office will run from one State Leadership Conference until the next State Leadership Conference.

**Please Note:**

* A student may only serve TWO TERMS as an Alabama State Officer.
* High school senior members may run for a national office with the approval of the State Advisor.

**HOSA STATE OFFICER EXPENSES**

Alabama HOSA will pay the major expenses of the State Officer while carrying out designated responsibilities. The following are typical activities that the officer and advisor will be involved in throughout the year:

* Alabama CTSO Leadership Summit – 3 Days
* Joint Leadership Development Conference (JLDC) – 3 Days
* Executive Council Meetings – 2 Days per meeting
* HOSA State Leadership Conference (SLC) – 3 Days
* Chapter Visits – as per requested
* HOSA International Leadership Conference (ILC) – 7 Days
* ALACTE Professional Development Conference – 1 day

**The State Association will pay (or reimburse) the State Officer for the following:**

* Hotel Room (the hotel room will be shared with other state officers, when possible).
* Meals (receipts must be submitted for reimbursement)
  + Limit meals to $30 per day when traveling in state.
  + $200 dollars is provided for meals at HOSA International Leadership Conference (ILC).
    - Students must submit receipts and any remaining cash after ILC.
* State officer uniform (Jacket, Skirt/Pants, Blouse/Shirt, Tie/Scarf).
* Registration for JLDC, HOSA SLC, and HOSA ILC.
* Airfare to attend the HOSA ILC.

**The State Association will pay (or reimburse) the Advisor for the following:**

* Hotel Room (for Alabama CTE Leadership Summit and Executive Committee Meetings only).
* Meals for the CTE Leadership Summit & Executive Committee Meetings.
  + Receipts must be submitted for reimbursement.
  + Limit meals to $30 per day when traveling in state.
* Travel for the CTE Leadership Summit, Executive Council Meetings, and Officer Visits.
  + Round-trip mileage from home base to official meeting place may be charged per officer/advisor team.
  + For ILC, round-trip mileage to the airport or ILC location (if within driving distance and traveling with the officer).
  + $200-dollar stipend is provided to advisor for ILC meal expenses if the advisor is assuming a leadership role (i.e., assisting w/ officers or Alabama’s assigned event, planning state meeting)
    - Must submit receipts.
* Reimbursement for substitute pay as needed, pending approval from State Advisor.

**Expenses Not Paid by State Association**

* Expenses for personal items, tours, socks or hose will not be reimbursed.
* Advisor expenses to attend conferences, etc. where the advisor would be expected to attend whether or not they had a state officer.

**STATE OFFICER CODE OF ETHICS**

**Professional Image and Official Dress**

* Being a state officer is a major responsibility that requires firm commitment and cooperation. A state officer is expected to represent an exemplary manner in appearance and behavior.
* The state officer is expected to purchase and wear the official uniform when making public appearances on behalf of Alabama HOSA, unless otherwise requested or approved by State Advisor.
* In a less formal occasion, the state officer may be asked to wear a HOSA polo shirt or collared shirt with khaki or black dress pants.
* Any time a state officer is representing Alabama HOSA or wearing a HOSA uniform, the following appearance requirements must be met:
  + All tattoos must be covered.
  + Piercings:
    - Females may have a single small earring on each ear.
    - Males may not display piercings.
    - Tongue rings must be removed.

**Removal from Office**

* State officers may be removed from office for any of the following:
  + Violations of the State Officer Code of Ethics for specific meetings and conferences
  + Lacking sufficient preparation and readiness for meetings
  + Not fulfilling officer duties and responsibilities
  + Excessive absences from scheduled activities
  + Violation of the School Handbook or State Officer Handbook
* The removal process will include the following steps:
  + Filing of a complaint. A state officer, chapter advisor, State Competitive Events Coordinator, or State Specialist must file a written complaint with the HOSA State Advisor.
  + Notification and Inquiry. The state officer involved will be notified that an inquiry is being conducted regarding a complaint.
  + Probation. If the infraction is of a correctable nature, the state officer will be given appropriate training and a time table to improve their performance.
  + Removal. If the infraction is of a serious nature or not correctable, then the HOSA State Advisor will recommend that the state officer be removed immediately. The officer must submit the state officer’s HOSA name badge, handbook and uniform.



# **HOSA EXECUTIVE COMMITTEE**

# **2017-2018 REQUIRED MEETING DATES**

**APRIL 6, 2018 EXECUTIVE COUNCIL MEETING**

**MONTGOMERY (9 am – 3 pm)**

(State officer and Advisor must attend)

**JUNE 10-13, 2018 STATE OFFICER LEADERSHIP TRAINING**

**DRURY INN AND SUITES - MONTGOMERY**

(State officer and Advisor must attend)

**JUNE 25-JUNE 30, 2018 HOSA INTERNATIONAL LEADERSHIP CONFERENCE**

**DALLAS, TEXAS**

(State officer and Advisor must attend)

**JULY 30 – AUG 1, 2018 ALACTE SUMMER CONFERENCE**

**BIRMINGHAM, ALABAMA**

(State PRESIDENT and Advisor must attend)

**DECEMBER 3-4, 2018 JOINT LEADERSHIP DEVELOPMENT CONFERENCE**

**BIRMINGHAM (BJCC)**

(State officer and Advisor must attend)

**JANUARY 26, 2019 EXECUTIVE COUNCIL MEETING**

**MONTGOMERY (9 am – 3 pm)**

(State officer and Advisor must attend)

**FEBRUARY TBD, 2019 GOVERNOR’S PHOTO OP & PROCLAMATION**

**SIGNING**

**MONTGOMERY (1:15 pm – 3:30 pm)**

(State officer and Advisor must attend)

**FEBRUARY 21-23, 2019 HOSA STATE LEADERSHIP CONFERENCE MONTGOMERY (Actual meeting is 22-23)**

(State officer and Advisor must attend)