**\_\_\_\_\_ 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).