

# HOSA SUPPORT POSITIONS

## Competitive Event Manager

### Benefits of Joining the Colorado CE Team as a Event Manger:

- Half off State Leadership Conference registration for you or a member of your chapter
- A chance to shape the Colorado HOSA Competitive Events experience!

### Open Positions:

- Extemporaneous Health Poster
- Extemporaneous Writing
- Health Career Photography
- Healthy Lifestyle
- Interviewing Skills
- Job Seeking Skills
- Prepared Speaking
- Researched Persuasive Writing and Speaking
- Speaking Skills
- Dental Terminology
- Medical Terminology
- Medical Math
- Medical Reading
- KT - Behavioral Health
- KT - Human Growth and Development
- KT - Medical Law and Ethics
- KT - Nutrition
- KT - Pharmacology
- KT - Pathophysiology
- KT - Transcultural Healthcare
- Biomedical Debate
- Community Awareness
- Creative Problem Solving
- Forensic Science
- Health Career Display
- Health Education
- HOSA Bowl
- Existing Medical Innovation
- Original Medical Innovation
- Parliamentary Procedure
- Public Service Announcement
- CERT Skills
- CPR/First Aid
- Emergency Medical Technician
- Epidemiology
- Life Support Skills
- MRC Partnership
- Public Health
- Biomedical Laboratory Science
- Clinical Nursing
- Clinical Specialty
- Dental Science
- Home Health Aide
- Medical Assisting
- Nursing Assisting
- Personal Care
- Physical Therapy
- Sports Medicine
- Veterinary Science
- Recognition Events



# Competitive Event Manager Job Description

## Deliverables

### Before SLC

- Review your event guidelines
- Do not plan extracurricular activities during event commitment time
- Become familiar with the HOSA Cell Phone and Smart/Electronic Devices Policy
- Participate in a phone call with the CE Lieutenant who is responsible for overseeing your assigned event
- Organize the list of other event personnel who will help run the event (timekeepers, event assistants, proctors, etc.)
- Coordinate a way to communicate with everyone on the team who is part of the event
- Share information with your team prior to SLC so everyone knows their role
- Eliminate the word “disqualify” from your vocabulary, make it fun, and make this a positive experience for the competitors! They worked so hard to get here!

### Know the Details

- Review applicable files provided to you by the CE Lieutenant such as the Snapshot and Guidelines
- Read and study all Event Personnel Job Descriptions. It is your job to teach the other personnel what they need to know, so you need to be familiar with everyone’s role
- Communicate all the applicable details to the applicable event personnel

### Judge Recruitment

- Reach out to your professional networks to recruit potential qualified judges for all events

## **During SLC**

- Check the CE materials, equipment and supplies for your event box
- Lead the Event Personnel Meeting which all event personnel attend to learn their roles
- Give frequent status reports to the CE Team
- Attend your CE Personnel Orientation (includes judges, EMs, and proctors)
- Use the HOSA Room Set Diagram to confirm the section rooms are set correctly and that all section rooms are set the same way
- Work with your Personnel to solve challenges
- Other duties as needed

## **Colorado HOSA will:**

- Provide supplies reimbursement for any supplies purchased
- Provide updates on conferences and meetings, as needed

## **Remuneration**

- Event Managers will receive half priced conference registration for themselves or for a member of their local chapter

## **Time Commitment**

- August 2019
  - HOSA Advisors Meeting and Event Manager Training (One Day)
- December 2019
  - HOSA Testing Week FAQ Conference Call (One Evening, optional)
- January 2020
  - EM Conference Call (One Evening)
- February 27-29, 2020
  - State Leadership Conference (2 Days)
- Meeting in person or via phone with the State Advisor as needed