

Colorado HOSA State Officer Election Packet

2019-2020



Table of Contents

- ☐ **State Officer Election Process**
- ☐ **State Officer Candidate Application Requirements**
- ☐ **State Officer Travel Schedule and Agreement**
- ☐ **State Officer Travel Policies**
- ☐ **State Officer Travel Statement of Liability**
- ☐ **State Officer Nomination Form**
- ☐ **Officer Candidate Campaign Rules**
- ☐ **State Officer Candidate Interview Questions**
- ☐ **State Officer Candidate Study Guide**

Things to Remember

- **The State Officer Application is due February 1st**
- **The Application should be submitted to STEM Premier**
- **Read this entire packet before you apply**
- **Any violation of campaign rules will result in disqualification**
- **You will receive an email after February 1st if you are chosen to interview with further details**

State Officer Election Process

February 1st

- State Officer application is due to STEM Premier

February 13th

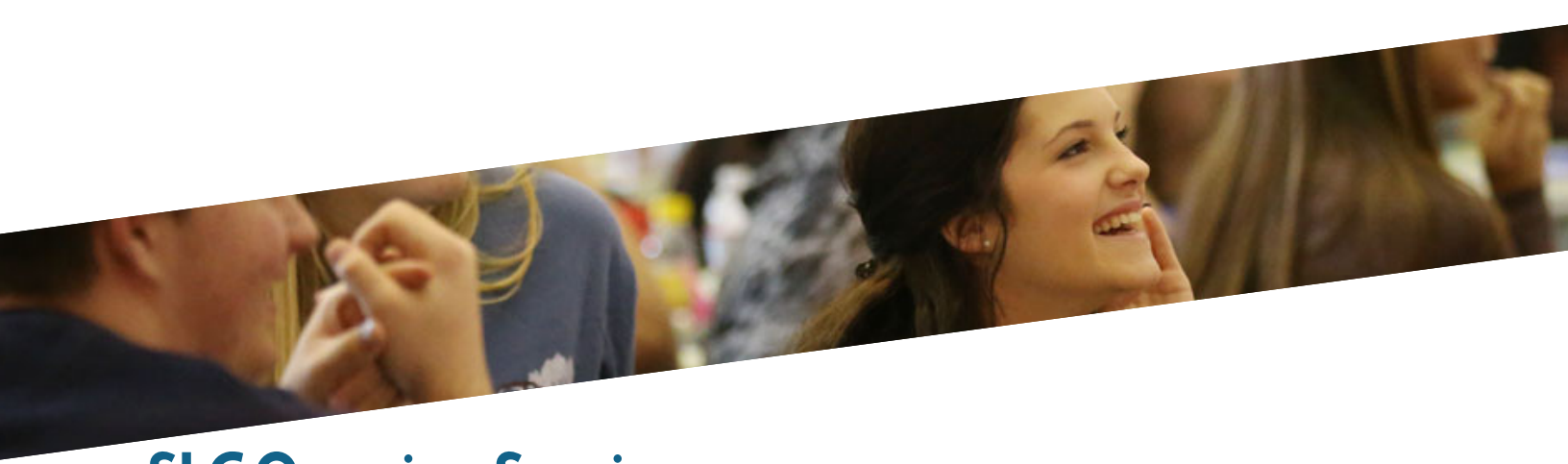
- Attend the State Officer Candidate Orientation
- Take the State Officer Candidate Test
- Interview with the State Officer Candidate Interview Panel
- The State Officer slate will be posted that night

February 14th

Voting Delegate Session

- Present a 2-5 minute introduction speech to the Voting Delegates
- Have one icebreaker prepared for the group of Voting Delegates
- Be prepared to lead a team of Voting Delegates in a small group activity.





SLC Opening Session

- **PLAN and present a 30-second introduction to the entire Colorado Delegation**
- **Candidates can begin campaigning after Opening Session**
- **Attend the State Officer Candidate Regroup Meeting with the current State Officer Team after Opening Session**

February 15th

Recognition Session

- **Be prepared to answer an impromptu question based on a random prop during the recognition session**

February 16th

Business Session

- **Attend the Business Session**

Grand Awards Session

- **The 2019-2020 State Officer Team is announced.**
- **For those elected- Stay after the Awards Session for a quick meeting with the HOSA State Advisor.**

State Officer Candidate Application Requirements

<input type="checkbox"/> STEM Premier Application	STEM Premier
<input type="checkbox"/> Travel Policy	Page 7
<input type="checkbox"/> Travel Statement of Liability	Page 8
<input type="checkbox"/> Nomination Form	Page 9
<input type="checkbox"/> Transcripts	Page 10
<input type="checkbox"/> HOSA Advisor Letter of Recommendation	Page 10
<input type="checkbox"/> Resume	Page 10
<input type="checkbox"/> Professional Photo	Page 10
<input type="checkbox"/> Professional Bio	Page 10
<input type="checkbox"/> Cover Letter	Page 10



Tentative 2019-2020 State Officer Schedule

**March 20,
2019**

**New State
Officer
Orientation**

**June 4-7,
2019**

**State Officer
Training**

**June 7-8,
2019**

Champ Camp

**June 19-22,
2019**

**HOSA
International
Leadership
Conference
(Optional)**

**July 14-18,
2019**

CACTE Conference

**Late August
TBD**

Officer Regroup

**Late August
2019 TBD**

**CTSO Leadership
Kickoff**

**Mid September
2019 TBD**

**Washington
Leadership
Academy
(Optional)**

State Officer Schedule Cont.

**Mid October
2019 TBD**

**Fall Leadership
Conference**

**Mid November
2019 TBD**

**State Leadership
Conference Script
Writing**

**December
2019 TBD**

**State Leadership
Conference Planning**

**February 25-
29, 2020**

**2020 Colorado HOSA
State Leadership
Conference**

As a State Officer, you are committing yourself to some required travel. Your employer, school and parent(s) or guardian(s) are also committing to supporting these responsibilities as soon as you are elected.

Before you submit your application to become a State Officer Candidate make sure you, your family, your HOSA advisor and your school administrator understand the time commitment of becoming a state officer.

At Colorado HOSA, school comes before your HOSA duties and if your grades are negatively impacted by missing school your officer travel privileges may be taken away.

State Officer Travel Policies

- When State Officers travel on behalf of Colorado HOSA, they represent all members throughout the state as well as the State Officer Team. State officers are expected to conduct themselves accordingly.
- All State Officer travel must be approved by the State Advisor through completion of the Travel Authorization form.
- State Officers who serve on the Colorado HOSA Board of Directors will be reimbursed for their meal expenses for official Board Meetings.
- Lodging and meals during agenda times will be arranged by Colorado HOSA.
- Lodging and meals during agenda times will be absorbed by Colorado HOSA.
- HOSA State Officers will be reimbursed for mileage at \$0.25 per mile.
- State Officers are **REQUIRED** to attend the events listed in the Tentative State Officer Schedule on pages XXXXX of the State Officer Application Packet. Failure to participate in these will jeopardize the officers' continued service.

As a State Officer, you are committing yourself to some required travel. Your employer and/or school administrator should be made aware of these responsibilities as soon as you are elected.

I understand and agree to abide by the above travel policies.

Candidate Signature _____ Date _____

Parent's (Guardian's) Signature _____ Date _____

Local Advisor's Signature _____ Date _____

HOSA Administrator Signature _____ Date _____

Home Administrator Signature _____ Date _____

Travel Statement of Liability

_____ is seeking to be a State Officer for Colorado HOSA. If elected their term will begin February 16, 2019, through April of 2020.

As part of this position, State Officers travel to meetings and conferences within the state of Colorado, and to national conferences. Colorado HOSA does not maintain insurance/liability coverage for State Officer travel and will not be held responsible for injuries or death of State Officers or others while traveling to or from meetings, conferences, or other matters sponsored by Colorado HOSA. It is the responsibility of parents and local advisors to work with their respective school staffs and boards to ensure responsibility for the travel of the above-identified State Officer.

I understand and agree to abide by the travel statement of liability.

Candidate Signature _____ **Date** _____

Parent's (Guardian's) Signature _____ **Date** _____

Local Advisor's Signature _____ **Date** _____

HOSA Administrator Signature _____ **Date** _____

Home Administrator Signature _____ **Date** _____

State Officer Nomination and Signature Form

State Officer Candidate Name _____

State Officer Candidate HOSA School Name _____

State Officer Candidate Home School Name (If different from above) _____

Serving as a HOSA Officer demands a commitment to the organization. It is vital that all members who aspire to become HOSA officers are highly qualified, able and willing to assume the responsibilities required of all HOSA officers through their term. Read this packet carefully and discuss the responsibilities of a HOSA officer with parents/guardians, local chapter advisor, and school administrators.

Candidate Statement

If elected as a HOSA officer, I will dedicate my year to serving the organization, will serve my entire term of office, will promote the goals and objectives of HOSA, will project a desirable image of HOSA at all times, and will abide by the policies of my state organization for the 2019-2020 year.

Signature _____ Date _____

Local Advisor's Statement of Support

It is my belief that this candidate will fulfill the responsibilities of a HOSA officer and I highly recommend this applicant. I commit to continue hosting this student (secondary or post-secondary) as a member of my chapter for the 2019-2020 year.

Signature _____ Date _____

Guardian Statement of Support

I approve of my student applying for a HOSA office and if elected, agree that they will be able to spend the time and provide the transportation necessary to carry out the duties of a HOSA officer for the 2019-2020 year.

Signature _____ Date _____

Administrator Statement of Support

The School Administration will support this candidate in successful fulfillment of the duties and assignments of a HOSA officer into the 2019-2020 year. The student will be excused for HOSA related responsibilities.

HOSA School Administrator

Signature _____ Date _____

Home School Administrator (If different from above)

Signature _____ Date _____

Supplemental Materials Guidelines

Transcripts

- Please submit your unofficial transcripts in word or PDF form

HOSA Advisor Letter of Recommendation

- Please submit a letter of recommendation from your local HOSA advisor which speaks to your leadership skills, dedication to HOSA and academic accomplishments.
- Submit this letter in word or PDF form

Resume

- Please submit a resume which highlights your past experiences in student leadership organizations, service work, past HOSA experience and any awards or certifications you have received.
- Submit this resume in word or PDF form

Professional Photo

- Please submit a professional headshot in .jpg or .png form.

Professional Bio

- Please submit a professional biography. (No more than 5 sentences.

Cover Letter

- Please submit a one-page cover letter that addresses the question;
 - If you had the opportunity to advocate for HOSA before the Colorado State Governor what would you say and why?

State Officer Candidate Campaign Rules

- **Campaigning begins after the slate has been posted.**
- **Campaigning includes a trifold board which serves as a visual resume and platform of State Officer Candidate.**
- **Due to hotel restrictions that do not allow materials to be taped or tacked to walls, campaign materials will be limited to items that can be attached to clothing or held in hand.**
- **In order to limit campaign expenses for officer candidates, the following will apply:**
 - **Each candidate will be limited to \$50 total expenses for campaign materials. (This includes any donated materials.)**
 - **Each candidate must bring proof of campaign expenses to State Officer Orientation (cash receipts or letters of donation with monetary estimate.)**
- **The Nominating Committee will approve all campaign materials and verify campaign expenses during the interview process with each candidate.**
- **Campaign materials which will be accepted are:**
 - **Tri-fold “Platform” board**
 - **flyers (any size)**
 - **buttons**
 - **stickers**
 - **candy**
 - **pencils/pens**
- **Each candidate is responsible for collecting all materials from the hotel before leaving.**
- **The campaign rules and regulations must be strictly adhered to.**

State Officer Candidate Potential Interview Questions

- Tell us about yourself.
- Why do you want to be a HOSA State Officer?
- What would your friends say are your greatest strengths?
- What would your English teacher say is your biggest weakness?
- What should be the duties and responsibilities of a state officer?
- Would you ever consider running for a national HOSA office? Why?
- In your own words, how would you describe the mission of HOSA?
- If you elected as a state officer, how would help improve our state HOSA association?
- Who do you feel you owe your success to?
- What is the most important thing you have learned from your HOSA experiences?
- How would you describe the "image" of a state officer?
- What does the HOSA emblem mean to you, and does it represent the purpose of our organization?
- As a state officer, if you were given the opportunity to talk to the governor of this state, how
- would you describe and promote HOSA?
- If elected, how would you plan to increase membership at the local and state levels?
- What are your future career goals, and how will your experiences with HOSA help you achieve those goals?

State Officer Candidate Study Guide

This information will help members become more familiar with National HOSA as well as Colorado HOSA, a national student organization endorsed by the United States Department of Education and the Health Science Education Division of the Association of Career and Technical Education.

- **The mission of HOSA is:** The mission of HOSA is to empower HOSA-Future Health Professionals to become leaders in the global health community through education, collaboration, and experience.
- **HOSA Creed:**
 - I recognize the universal need for quality, compassionate healthcare. I understand the importance of academic excellence, skills training, and leadership development in my career pathway. I believe through service to my community and to the world, I will make the best use of my knowledge and talents. I accept the responsibility of a health professional and seek to find my place on a team equally committed to the well-being of others. Therefore, I will dedicate myself to promoting health and advancing healthcare as a student, a leader, an educator, and a member of HOSA-Future Health Professionals.
- **HOSA Purpose:**
 - The purpose of HOSA-Future Health Professionals is to develop leadership and technical HOSA skill competencies through a program of motivation, awareness, and recognition, which is an integral part of the Health Science Education instructional program.
- **HOSA's core values are:** learning, leadership, service and innovation
- **The 2018-2019 National Theme:** Define Your Purpose
- **The Executive Director for National HOSA is** Dr. Jim Koeninger.
- **National Service Project 2018-2020:** National Pediatric Cancer Foundation
- **The National HOSA mailing address is:**
National HOSA Headquarters,
548 Silicon Drive, Suite 101,
Southlake, TX 76092

- HOSA webpage address: www.hosa.org
- HOSA exists in three regions: eastern, western, and central
- The 2017-2018 National Executive Council:
 - President – Sarah Fleischman (Florida)
 - President-Elect – Vivian Do (California)
 - Western Region Vice President – Araoluwa Omotowa (Idaho)
 - Central Region Vice President – Darius Thomas (Alabama)
 - Eastern Region Vice President – Riya Gupta (New Jersey)
 - Secondary Board Representative – Kartik Tyagi (North Carolina)
 - Postsecondary/Collegiate Vice President – Austin Brewer (Kentucky)
 - Postsecondary/Collegiate Board Representative – Burgin Mackey (North Carolina)
- The official HOSA emblem is the circle which represents the continuity of health care, the triangle which represents the three aspects of humankind well-being- social, physical and mental, and the hands which signify the caring of each HOSA member.
- The colors of HOSA are: maroon, medical white, and navy blue
- The HOSA President-Elect is elected by the secondary and postsecondary/collegiate members of the delegate assembly.
- The purpose of HOSA international Leadership conference as stated in HOSA Inc. Policy and Procedures manual includes:
 - to provide a variety of educational and social learning activities.
 - to provide educational workshops that promote development.
 - to conduct the necessary annual business of HOSA-Future Health Professionals.
- The colors of the emblem are:
 - Background of outer circle – maroon
 - Letters in circle - medical white
 - Triangle - navy blue- loyalty to the health care profession

MEMBERSHIP

- Colorado had 2,089 members in the 2018-2019 school year.
- A state must have five active local chapters in order to affiliate with HOSA

- **The seven National HOSA divisions of membership:**
 - **Middle School-** newest division
 - **Secondary-** largest division
 - **Post-secondary/Collegiate-** seeking baccalaureate degree
 - **Alumni-** have been enrolled in Health Science programs and were members of HOSA
 - **Professional- (Advisor, Professional)**
 - **Honorary Life Members-** made a significant contribution(s) to the development of HOSA and/or have rendered outstanding service to the organization
 - **Lifetime Members-** are or have been active members and who are or have participated in HOSA in a professional capacity

PARLIAMENTARY PROCEDURE

- **The parliamentary authority for HOSA is Robert's Rules of Order, Newly Revised.**
- **The number of voting delegates a chapter is allowed is determined at the state's Annual Business Meeting by the state's bylaws and/or policy and procedure manual.**
- **Quorum** refers to the minimum number of members needed to transact business
- **The HOSA Bylaws can be amended by a 2/3 vote of the voting delegate assembly.**
- **The presiding officer refers to himself/herself as the president.**
- **The recording officer of an assembly is the secretary.**
- **Duties of a chairperson, president, or presiding officer at a meeting include:**
 - **Adjourning the meeting**
 - **Expediting business**
 - **Recognizing members who wish to speak**
- **When debating:**
 - **Before a member in an assembly can speak in debate, they must first obtain the floor.**
- **When voting**
 - **Members of a delegate assembly can vote on all business brought before the assembly.**
 - **A member who is not in favor of a motion votes by saying no**
 - **A member who is in favor of a motion votes yes**

- **Making a motion:**
 - The maker of the motion has the right to speak first on the motion.
 - If a member wishes to move a motion to the next regular meeting, the member makes a motion to postpone.
 - A motion to refer sends the main motion to a committee.

OTHER INFORMATION

- The 2018 National Leadership Conference will be held in Dallas, TX.
- HOSA is referred to as a “chapter” -- not a “club.”
- HOSA offers a “competitive events program” -- not “contests.”
- Texas is the largest state membership association of HOSA.
- Awards Unlimited is the official supplier for HOSA.
- HOSA was officially established in 1976.
- The first constitutional convention, establishing HOSA and seeking a charter from the U.S. Department of Education, was held in Arlington, Texas.
- South Carolina HOSA was the state that submitted the HOSA Creed.
- The first National Leadership Conference was held in Oklahoma City, Oklahoma.
- The three (3) levels of HOSA are:
 - Local
 - State
 - International
- Colorado-HOSA is endorsed by the Colorado Community College System.
- The 2018-2019 Colorado HOSA State Officer Team is
 - President: Josh Foronda
 - Vice President Membership: Foram Raval
 - Vice President Communications and Events: Noah Gray
 - Vice President Service: Renee Comeau
 - Vice President Awareness and Public Relations: Abby Soropuru
- HOSA, Inc. Board of Directors is a corporate body that serves as a sponsor of HOSA
 - Chairman 2018-2019: Peg Enslin
 - Chair-Elect 2018-2019: Janet Villarreal
- The middle school division is the only one without representation on the HOSA, Inc. Board of Directors.
- The competitive event for middle school members only is Health Career Exploration.