

STATE OFFICER ELECTIONS PACKET

This packet contains:

1. State Officer Election Process
2. State Officer Candidate Portfolio Requirements
3. State Officer Candidate Schedule
4. State Officer Nomination Form
5. Officer Candidate Campaign Rules
6. State Officer Candidate Interview Questions
7. Presentation/Interview Rating Sheet
8. 2017-2018 Colorado HOSA Fact Sheet

Due **December 31, 2017** to Coloradhosa@gmail.com

1. Create a State Officer Candidate Professional Portfolio (Electronic Only) including all of the following:
 - a. Professional Photo (to be used in SLC Voting Delegate Packet)
 - b. Typed Professional Bio, not to exceed 5 sentences
 - c. Public Speaking Sample
 - i. Send coloradhosa@gmail.com a link to a 1-2 minute YouTube Video answering the following questions:
 1. How has HOSA helped you Create Your Future?
 2. What does “servant leadership” mean to you?
 - d. Marketing & Public Relations Sample
 - i. Social Media is a HUGE part of the State Officer Role. Please provide samples of what you would post on Social Media and explain why you would make that post.
 - e. Local Chapter Spotlight
 - i. Create a 1 Page Newsletter highlighting the success of your local Colorado HOSA Chapter
 - f. What do you know about Colorado HOSA?
 - i. Read the Bylaws and write a 1 page summary
 - ii. Read the Policies and Procedures and write a 1 page summary

What platform do I use for my electronic portfolio?

- Create an online professional portfolio in a website (weebly, wordpress, blogger)
- Submit documents via Google Drive
- Submit documents via Dropbox

STATE OFFICER APPLICATION

Read the following pages of information very carefully. If you have any questions, please call the Colorado HOSA State Advisor at (720) 858-2376.

Fill out the attached application and make a copy for your records. Send the original and other required forms to coloradohosa@gmail.com by **December 31, 2017**.

All HOSA officer candidates and elected state officers:

1. **Must be willing to put their duties as HOSA State Officer before any other extracurricular activities. This is a BIG time commitment.**
2. Must be an active member of their local HOSA chapter for 2017-2018
3. Must continue as an active member of their local HOSA chapter for 2017-2019 school years:
4. If a candidate is graduating high school in 2018, they are expected to maintain affiliation with the **current** chapter as a post-secondary member for the 2018-2019 school year.
5. If a candidate is elected in as a post-secondary member, they must continue to be affiliated with a chapter and connected to their current HOSA advisor.
6. Must maintain a grade point average of 2.0 on a 4 point scale
 - a. Failure of elected officers to meet grade requirements will result in one term of probation and evaluation by the Colorado State Advisor.
7. Must be able to provide own transportation. Meals and hotel will be covered by Colorado HOSA, but gas and mileage are not covered. All costs are absorbed by the State Officer and their local chapter.
8. Applicants who pass the screening process will introduce themselves during the opening Session and answer an impromptu question at the Recognition Session of State Leadership Conference.
9. Campaigning begins immediately following the conclusion of the Opening Session. See Campaigning rules enclosure.

The following items **MUST** be included as part of the officer application and send all completed forms by **December 31st** to coloradohosa@gmail.com.

10.
 - a. Completed State Officer Application & coinciding forms requiring signatures
 - b. Completed HOSA Travel Policy Form
 - c. Completed Travel Statement of Liability
 - d. Completed Nomination Form
 - e. Current Transcript of Grades
 - f. HOSA Advisor Letter of Recommendation (no more than one page)
 - g. Updated Candidate Resume
 - h. Electronic (JPG) Professional Photo (to be used in SLC Voting Delegate Packet)
 - i.

STATE OFFICER ELECTION PROCESS

HOSA members running for a state office will serve as the state officer determined through the selection process.

1. Each chapter is encouraged to submit qualified candidates for election as a state officer to the Colorado HOSA office by December 31st. All documents and portfolio should be submitted electronically to coloradohosa@gmail.com
2. Candidates should be affiliated HOSA members **who have reliable transportation**.
3. There is no limit to the number of candidates that may be submitted from any one chapter.
4. Applications will be judged by a Nominating Committee.
5. There will be a paper test on HOSA knowledge and parliamentary procedure on which the candidate must achieve a 70%. There will be a time limit of one hour to take this test. This test will be administered on Friday, February 17th in Denver, CO.
6. **Part 1 of Selection Process:** Student Applications and Nomination Forms are submitted via e-mail to coloradohosa@gmail.com. They will be reviewed by the Nominating Committee.
 - a. Colorado HOSA will notify each candidate (via e-mail) if they have advanced to Part 1 of their Interview by January 31st.
7. **Part 2 of Selection Process:** State Officer Candidates will complete a written test, personality test, and a 2-5 minute prepared oral presentation on the statement, "Why I believe that HOSA should be a reality television show."
 - a. This is scheduled for February 17th, 2017 in Denver at the CCCS Administration Building (9101 E. Lowry BLVD.) from 9 AM to 3 PM.
8. **Part 3 of Selection Process:** During the HOSA State Conference, candidates will begin campaigning after their introduction at Opening Session.
 - a. Candidates will introduce themselves at Opening Session.
 - b. Candidates will host a table after the Opening and Recognition Session where members can come and ask questions. Please create a Tri-Fold Board which explains your purpose and intent for running for Colorado HOSA State Office.
 - c. Candidates will and answer (1) impromptu question from stage given by the State Officers at the Recognition Session.
9. Candidates will be voted on by the Voting Delegates at the Business Meeting.
10. Newly elected State Officers will be installed during the Grand Awards Session. They will serve in the state office they are awarded. The term of office for Colorado HOSA Officers begins immediately following installation and runs until May of 2017.
11. Each officer candidate will rank their choices for state office. Colorado HOSA positions are:
 - a. President-Elect
 - b. Postsecondary Vice President
 - c. Vice President of Service
 - d. Vice President of Events
 - e. Vice President of Communication
 - f. Vice President of Publicity
 - g. Vice President of Membership

2018-2019 State Officer Schedule (Tentative)

2017-2019 Dates	Locations	Details
December 31, 2017	Email	Part 1: All completed applications and portfolios sent to coloradohosa@gmail.com
January 15th, 2017	Email	Nominating Committee will email decision of State Officers to advance to Part 2 of Selection Process.
February 9th 9 AM to 3 PM	Colorado Community College System Building 959 9101 E. Lowry Denver, CO 80230	Part 2: Written Test & Oral Presentation/Interview <ul style="list-style-type: none"> - Written test includes questions about HOSA and Parliamentary Procedure. In order to be considered a candidate, a 70% score is needed. - 2-5-minute prepared oral presentation - Interview questions will be asked by Nominating Committee - Parent Debrief will take place from 2-3 PM
February 27th	E-Mail	Colorado HOSA will notify candidates if they have been selected to advance to Part 3 of the State Officer Selection Process.
February 22-24th	State Leadership Conference, Denver Renaissance Hotel – Stapleton	Part 3: State Leadership Conference Campaigning Report to State Officer Candidate Orientation <ul style="list-style-type: none"> - Give campaigning receipt (\$50 maximum) - Review Schedule for Conference Report to Voting Delegate Orientation <ul style="list-style-type: none"> - 30 second Introduction Opening Session <ul style="list-style-type: none"> - State Officers will introduce candidates from stage - Candidates can start campaigning at conclusion of Opening Session - Candidates will host a table with a tri-fold board promoting their purpose and intent of running for office. Recognition Session <ul style="list-style-type: none"> - State Officer Candidates will answer impromptu question from stage - Candidates will host a table with a tri-fold board promoting their purpose and intent of running for office. - Nominating Committee will announce slate at the Dance Business Session <ul style="list-style-type: none"> - Candidates will be introduced at beginning of the meeting Grand Awards Session <ul style="list-style-type: none"> - 2018-2019 State Officer Team will be announced
February 2017-April 2018	Varies	State Officers will be assigned and asked to complete (5) school visits, presentations, and/or industry presentations
April 11-13th, 2018	State Officer Training Denver	Overnight – State Officer Training in Denver Arrive: 9 AM on April 11 th , Depart: 7 PM on April 13 th
April 18, 2017 April 5, 2017 April 18, 2018 June 5, 2018	SkillsUSA (C. Springs) FCCLA SLC (Denver) FBLA SLC (Vail, CO) FFA SLC (Pueblo)	Colorado HOSA attends Opening Sessions at other CTSO SLC's. Times are to be determined. State Officers are only required to attend (2) of these dates. Locations Vary.



2017-2019 Dates	Locations	Details
June 27-30, 2018	Orlando, FL	State Officers are asked (not required) to attend International Leadership Conference with their local chapters.
July 14 – 19, 2018	CACTE Conference Breckinridge, CO	Will stay in hotel in Loveland, CO. Will learn best practices for: Legislative Advocacy, Business Etiquette, Speeches, Exhibiting & more!
August 3, 2018	State Officer Regroup Denver, CO	Regroup Meeting in Denver, CO
September 2018	Washington. Leadership Academy Washington, D.C.	Not required, but strongly encouraged. State Officer is responsible for registration fee and transportation. Colorado HOSA will cover hotel room, tour extras, and meals.
September 26-27, 2018	NCHSE Conference Denver	State Officers Required to be present for 1 day of the conference.
Oct. 2018	Fall Leadership Conference(s)	State Officers are expected to attend 2-3 of the Fall Leadership Conferences across the State.
Nov./Dec. 2018	Colorado Regional Leadership Conference(s)	State Officers are expected to attend 2-3 of the Regional Leadership Conferences across the State.
December 18-20	State Leadership Conference Planning	Location TBD, based on SLC Site Location. Overnight at hotel.
February 15-17, 2019	State Leadership Conference Packing & Interviews	Denver, CO – CCCS Administration Building. Will stay overnight at hotel.
February/March 2019	State Leadership Conference	Three day event at a TBD Location and Date.

As a State Officer, you are committing yourself to some required travel. Your employer and/or school administrator is also committing to supporting these responsibilities as soon as you are elected.

I understand and agree to abide by the above travel dates and expectations.

Candidate's Signature _____ **Date** _____

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

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

HOSA Principal or Dean Signature _____ **Date** _____

Home School Principal of Dean Signature _____ **Date** _____

STATE OFFICER APPLICATION

General Information

Information	Fill In Information:
Officer Candidate Name	
Officer Candidate Date of Birth	
Officer Candidate Email	
Officer Candidate Home Address	
Officer Candidate Home Phone	
Parent/Guardian Name(s)	
Parent/Guardian Address(es)	
Parent/Guardian Home Phone(s)	
Parent/Guardian Cell Phone Number(s)	
HOSA Administrator/Principal's Name	
HOSA Administrator/Principal's Email	
HOSA Administrator/Principal's Phone	
HOME Administrator's/Principal Name <i>*If different from HOSA Admin/Principal</i>	
Home Administrator/Principal's Email	
Home Administrator/Principal's Phone	
Local HOSA Advisor's Name	
Local HOSA Advisor's Cell Phone	
Local HOSA Advisor's Email	
Twitter Handle/ Snapchat Name	
Facebook Name/Instagram Account Name	

**Friend, Follow, & Like all current State Officers and Colorado HOSA through your social media platforms.*

Additional Experience

1. HOSA Offices Held, Year(s)

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2. Honors/Awards Received (Health Science/HOSA and others), Year(s)

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3. Participation in Other Activities (School, Community), Year(s)

--

4. Offices Held in Other Organizations, Year(s)

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Candidate's Signature _____ Date _____

STATE OFFICER NOMINATION FORM

State Officer Name:

State Officer HOSA School Name:

State Officer 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 the 2017-2018 school year (2017-2019 if elected as President Elect). Read 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 2017-2019 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 2017-2019 year.

Signature _____ **Date** _____

Guardian Statement of Support

I approve of my son/daughter applying for a HOSA office and if elected, agree that he/she will be able to spend the time and provide the transportation necessary to carry out the duties of a HOSA officer for the 2017-2019 year.

Signature _____ **Date** _____

HOSA Principal or HOSA Dean Statement of Support

The School Administration stated above will support this candidate in successful fulfillment of the duties and assignments of a HOSA officer into the 2017-2019 year. Student will be excused for HOSA related responsibilities.

Signature _____ **Date** _____

Home School Principal or Home Dean Statement of Support

**if different from above*

The School Administration stated above will support this candidate in successful fulfillment of the duties and assignments of a HOSA officer into the 2017-2019 year. Student will be excused for HOSA related responsibilities.

Signature _____ **Date** _____

STATE OFFICER TRAVEL POLICIES

1. 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.
2. All State Officer travel must be approved by the State Advisor through completion of the Travel Authorization form.
3. State Officers who serve on the Colorado HOSA Board of Directors will be reimbursed for their meal expenses for official Board Meetings.
4. Lodging and meals during agenda times will be arranged by Colorado HOSA.
5. Lodging and meals during agenda times will be absorbed by Colorado HOSA.
6. HOSA State Officers will be required to provide the following, at the HOSA State Officer's expense: access to e-mail and transportation to state-wide events and meetings.
7. Colorado-HOSA has no insurance coverage for officer travel and will not be held responsible for injuries to officers even though they are traveling on Colorado HOSA business.
8. State Officers are also REQUIRED to attend the events listed in the Tentative State Officer Schedule on pages 4-5 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's Signature _____ **Date** _____

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

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

HOSA Principal or Dean Signature _____ **Date** _____

Home School Principal of Dean Signature _____ **Date** _____

TRAVEL STATEMENT OF LIABILITY

_____ is seeking to be a State Officer for Colorado HOSA. If elected their term will begin February 22, 2018 through April of 2019 (2020 if elected as President-Elect).

As part of this position, State Officers travel to meetings and conferences within the state of Colorado, and to the national conference. 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's Signature _____ Date _____

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

Local Advisor's Signature _____ Date _____

Principal or Dean Signature _____ Date _____

OFFICER CANDIDATE CAMPAIGN RULES

1. Campaigning begins when the Opening Session ends.
2. Campaigning includes a trifold board which serves as a visual resume and platform of State Officer Candidate.
3. 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.
4. In order to limit campaign expenses for officer candidates, the following will apply:
 - a. Each candidate will be limited to \$50 total expenses for campaign materials. (This includes any donated materials.)
 - b. Each candidate must bring proof of campaign expenses to State Officer Orientation (cash receipts or letters of donation with monetary estimate.)
5. The Nominating Committee will approve all campaign materials and verify campaign expenses during the interview process with each candidate.
6. Campaign materials which will be accepted are:
 - a. Tri-fold "Platform" board
 - b. flyers (any size)
 - c. buttons
 - d. stick-ons
 - e. candy
 - f. pencils/pens
7. Each candidate is responsible for collecting all materials from the hotel before leaving.
8. The campaign rules and regulations must be strictly adhered to. ANY VIOLATION OF CAMPAIGN RULES WILL RESULT IN DISQUALIFICATION OF THE CANDIDATE.

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?

PRESENTATION/INTERVIEW RATING SHEET

INSTRUCTIONS:

The Nominating Committee will rate candidates on their responses to selected question based on the following.

- 5 = Exceptional Demonstration
- 4 = Above Average Demonstration
- 3 = Average Demonstration
- 2 = Satisfactory Demonstration
- 1 = Unsatisfactory Demonstration
- 0 = Not Present

CRITERIA

All of the following are rated on a scale of 0 (Not Demonstrated) to 5 (Excellent Demonstration)

Demonstration of these skills:	Not Present	Unsatisfactory	Satisfactory	Average	Above Average	Exceptional
Preparedness	0	1	2	3	4	5
Professional Dress	0	1	2	3	4	5
Knowledge of HOSA	0	1	2	3	4	5
Appreciation	0	1	2	3	4	5
Posture	0	1	2	3	4	5
Appropriate Dress	0	1	2	3	4	5
Professional Manners	0	1	2	3	4	5
Voice	0	1	2	3	4	5
English usage	0	1	2	3	4	5
Eye contact	0	1	2	3	4	5
Enthusiasm	0	1	2	3	4	5
Concise Responses	0	1	2	3	4	5
Service Attitude	0	1	2	3	4	5
Creativity	0	1	2	3	4	5
Innovation	0	1	2	3	4	5
Social Responsibility	0	1	2	3	4	5
Use of Facts/Logic	0	1	2	3	4	5
Information Literacy	0	1	2	3	4	5
Social Responsibility	0	1	2	3	4	5
Engaging Audience	0	1	2	3	4	5

Interviewer Comments:

2016-17 Colorado HOSA Fact Sheet

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.

1. 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.
2. The 2017-2018 National Theme: **Create your Future**
3. The Executive Director for National HOSA is Dr. Jim Koeninger.
4. That National Service Project for 2016-2018 is: **National Alliance for Mental Health (NAMI)**
5. The National HOSA mailing address is: National HOSA Headquarters, 548 Silicon Drive, Suite 101, Southlake, TX 76092
6. HOSA exists in three regions: eastern, western, and central
7. **The 2017-2018 National Executive Council:**
 - a. President – Priya Rathakrishnan
 - b. President Elect – Sarah Fleischman
 - c. Western Region Vice President – Jeswin Vennatt
 - d. Central Region Vice President – Joey Greenstein
 - e. Eastern Region Vice President – Olivia Datta
 - f. Secondary Board Representative – Arjun Keshava
 - g. Postsecondary/Collegiate Vice President – Irfan Khan
 - h. Postsecondary/Collegiate Board Representative – LeAna Truong
8. 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.
9. The colors of HOSA are maroon, medical white and navy blue.
10. The colors of the emblem are:
 - a. Background of outer circle – maroon
 - b. Letters in circle - medical white
 - c. Triangle - navy blue
 - d. Hands, figure, HOSA in triangle - medical white
 - e. Area around triangle - medical white
 - f. Founded in November 1976 - navy blue
11. The seven National HOSA divisions of membership:
 - a. Middle School
 - b. Secondary
 - c. Post-secondary/Collegiate
 - d. Alumni
 - e. Professional (Advisor, Professional)
 - f. Honorary Members
 - g. Lifetime Members

MEMBERSHIP

1. Over 200,000 active members in over 3,750 chartered chapters in 49 state associations, including Puerto Rico, are affiliated with HOSA.
2. Colorado had 1,791 members in the 2016-2017 school year.

PUBLICATIONS

1. TEAM HOSA: an online newsletter that members can subscribe to
2. MEDIUM: a place for members to post their HOSA stories
3. NATIONAL HOSA HANDBOOK: the source official guidelines in managing the HOSA chapter and participating in the National Competitive Events Program. Section A - HOSA Information, Section B - Competitive Events, Section C - Managing a HOSA chapter.
4. ILC GUIDE: an annual publication that helps chapters take full advantage of the National Leadership Conference.
5. STEM PREMIER: provides our members with the opportunity to connect with colleges, universities and employers. STEM Premier assists all levels of STEM talent in identifying career pathways, educators in recruiting top talent to their schools, and employers in developing a stable, continuous talent pipeline.

OTHER INFORMATION

1. The 2018 National Leadership Conference will be held in Dallas, TX.
2. HOSA is referred to as a “chapter” -- not a “club.”
3. HOSA offers a “competitive events program” -- not “contests.”
4. Texas is the largest state association of HOSA.
5. Awards Unlimited is the official supplier for HOSA.
6. HOSA was founded in 1976.
7. South Carolina HOSA was the state that submitted the HOSA Creed.
8. The first National Leadership Conference was held in Oklahoma City, Oklahoma.
9. The first constitutional convention, establishing HOSA and seeking a charter from the US Department of Education, was held in Arlington, Texas.
10. The three (3) levels of HOSA are:
 - a. Local
 - b. State
 - c. International
11. Colorado-HOSA is endorsed by the Colorado Community College System.
12. The 2017-2018 Colorado HOSA State Officer Team is:
 - a. President: Danielle Clopton
 - b. President-Elect: Cougar LeSueur
 - c. Post-Secondary Vice-President: Josh Foranda
 - d. Vice President Membership: Taylor Trumm
 - e. Vice President Communications: Raigen Manspeaker
 - f. Vice President Service: Carter Jocelyn Griffis
 - g. Vice President Publicity: Vacant
 - h. Vice President of Events: Vacant
13. Mrs. Tara Bell is the Colorado Health Science Program Director.
14. Dr. Sarah Heath is the Colorado State Director for Career and Technical Education

Description of State Officer Positions

All Officers

- Purchase Official HOSA Uniform
- Be responsible for own transportation to and from all assigned events
- Turn in a monthly report by the 5th of the month (for the previous month)
- Meet at least twice a month with local advisor
- Check and respond to all HOSA emails within 24 hours of delivery
- Monitor all personal social networking sites for appropriate and professional content
- Be the best advocates for Colorado HOSA on a local, state, and national level
- Be committed to the advancement and success of Colorado HOSA
- Be flexible and responsive to the dynamic aspects of our organization
- Be aware and educated on our state and national initiatives and partnerships

President

(Primary focus: Leading the organization with the State Advisor)

- Preside at all Colorado HOSA conferences and officer meetings
- Develop an Annual Program of Work with President-Elect, Due July 1
- Serve on the Colorado HOSA Board of Directors, Executive Committee, & CTSO Advisory Council
- Develop and send out an agenda to State Advisor 3 weeks before meetings
- Keep in contact with officers and State Advisor

President-Elect

(Primary focus: Learning to lead the organization)

- 2-year position**
- Record minutes/notes at all officer meetings, disseminate within 24 hours of meeting
- Serve on the Colorado HOSA Board of Directors and Executive Committee
- Shadow the President(s)

Post-Secondary Vice President

- Promote financial growth of Colorado HOSA
- Increase awareness of Colorado HOSA to Post-Secondary institutions
- Arrange and attend Post-Secondary school and chapter visits
- Host quarterly Post-Secondary Member webinar
- Report the financial status at the Business Meeting
- Serve as the parliamentary authority at meetings

Vice President of Communications

(Primary focus: Records & communications with all Officers and Involved Entities)

- Keep records (photos, meeting minutes, and updated contact lists)
- Create State Leadership Conference Video which summarizes the 2017-2018 School Year
- Responsible for publication and updating of calendar of events
- Responsible for reminding team members of action items
- Work closely with the VP Publicity and VP Awareness

Description of State Officer Positions (Continued)

Vice President of Membership

(Primary focus: increasing membership)

- Promote membership growth & connect with existing members
- Record and Track Chapter membership
- Record and Track Local Chapter Officer Contact information
- Record and Track Alumni Members
- Coordinate school presentations and school visits
- Coordinate statewide membership campaigns

Vice President of Publicity

(Primary focus: public relations and marketing)

- Coordinate public relations/marketing campaigns
- Responsible for keeping all Colorado HOSA Social Media up to date
- Responsible for publication of Monthly Newsletter
- Work closely with the VP Awareness and VP Communication

Vice President of Service

(Primary Focus: community service & service learning)

- Coordinate partnership between Colorado HOSA and the National Service Project organization
- Check in with National Service Project organization monthly
- Check in and collect information with local chapters on their local service projects
- Disseminate all service-related communication to local officers
- Promote community service and service learning

Vice President of Events

(Primary focus: Competitive Events, participation in state leadership events)

- Works to create material that explains and promotes all of HOSA's competitive and recognition events
- Oversee program preparation and operations of regional and statewide leadership conferences
- Connects with local organizations, companies, and institutions to establish a list of judges to recruit