



2017-2018

STATE OFFICER CANDIDATE FORM AND GUIDE



**State Officer
Application**

Candidate's Full Name _____

Date of Birth ____/____/____ Grade (this school year) _____

School Name _____

School Address _____ Phone _____

Health Occupations Education Program This School Year _____

Health Occupations Education Program Next School Year _____

Check the level of the program you will be enrolled in next year: Secondary Post Secondary

*Parent or Guardian's Name _____

Home Address _____ Phone _____

Offices held in HOSA _____

Offices in other organizations _____

Committee Memberships _____

Participation in other school activities _____

Current Grade Average _____ HOE Courses _____ Academic Courses _____

Average all school work _____ Number of days absent this school year _____

Will you be able to arrange for transportation to attend workshops, visit other chapters in your region, and participate in State sponsored activities? Yes No

If nominated and elected to a State Office, will you attend all meetings and activities necessary for the successful operation of the State Association? Yes No

Will you be able to spend up to four consecutive days away from home, 2 or 3 times throughout the year, carrying on the activities of the State Association? Yes No

CANDIDATE AGREEMENT

I have read and understand the qualifications of state officers and realize the duties of the office which I am seeking. If elected I agree to be present and to participate in all HOSA activities during my term of office. If elected, I further agree to fulfill my duties to the best of my abilities. This may mean that I must give up other activities or obtain leave from a job to participate in these functions. I certify that I am a member in good standing of the _____ Chapter. I also certify that all of the answers on this form are correct.

Candidate's Signature

Date



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ADVISOR and OFFICER CANDIDATE MEMORANDUM OF UNDERSTANDING

Please review the following items prior to submitting this form along with other required materials to the State Officer Coordinator. A signature is **REQUIRED** from the student, the parent/guardian, the advisor, the principal and an administrator.

Serving as a HOSA-Future Health Professionals Officer demands a commitment to the organization. Therefore, 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.

EXPECTATIONS OF A WV HOSA STATE OFFICER:

1. Be committed to HOSA-Future Health Professionals and promote HOSA's goals and objectives in every way possible.
2. Be enrolled in a regularly scheduled health related program/course of study during my term of office.
3. Be a paid state and national HOSA member.
4. Attend the current year's State Leadership Conference (SLC) as a candidate for election and prepare a speech for the Nominating Committee Session and the general Opening Session.
5. Complete the term of office, accepting this honor as a responsibility to the local program and to WV HOSA-Future Health Professionals.
6. Know the duties and functions of the office for which selected and fulfill all responsibilities until the next State Leadership Conference. If selected for the office of secretary, the minutes of the meetings must be submitted within 2 weeks after each meeting. This is a combined responsibility of both the officer and his/her local advisor.
7. Accept the role and responsibility as a member of the WV HOSA Executive Council as written in the WV HOSA Bylaws.
8. Understand the official HOSA dress will be required for candidacy. Female officer: blazer, skirt and female accent. Male officer: blazer, slacks and male tie. The required two (2) Oxford style shirts for each officer may be purchased locally. The official Uniform will be required to be purchased at the expense of either the student or the local chapter prior to Executive Council training.
9. Project a positive and professional image of HOSA-Future Health Professionals at all times.
10. Meet established deadlines for all assignments and Advisor edited communications to local chapters, the state advisor, director, and/or state officer coordinator.
11. Represent WV HOSA, the WV Association HOSA Board of Directors, the WV HOSA Executive Council, WV Department of Education-CTE Division, and your local chapter with the decorum required of such a position.
12. Maintain a professional image and good grooming to project a desirable image of the HOSA organization.
13. Attend all meetings, trainings, workshops and conferences during the term of office including a **WV HOSA State Executive Council training April 13-15, 2018** and accept responsibilities as requested by the WV HOSA State Advisor, Director, and/or State Officer Coordinator.



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14. Understand that *Any officer not attending the WV HOSA State Executive Council training April 13-15, 2018 will forfeit the office. Crisis situations will be handled individually by the Executive Committee of WV Association HOSA Board of Directors and/or the State Advisor.*
15. Understand that WV HOSA-Future Health Professionals will support lodging when necessary. Officers of the same gender will be expected to share a room, up to 4 people per room. WV HOSA will pay for no more than ½ the cost of any room if an officer elects to not share a room. Officers will be expected where ever possible to share rooms.
16. Attend and assist with the HOSA International Leadership Conference (ILC), WV HOSA Fall Leadership Conference, the WV HOSA State Leadership conference, and any other trainings deemed necessary by the WV Association HOSA Board of Directors and/or the WV HOSA State Advisor.
17. Travel to all meetings, trainings, workshops, and conferences during the term of office with his/her local HOSA Advisor or assigned alternate school personnel. Coordination of travel arrangements becomes the full responsibility of the officer and local HOSA Advisor. Secondary students are NOT allowed to travel alone. There will be no reimbursement for travel expenses incurred when an officer travels alone.
18. Avoid places and actions that could raise questions regarding moral character or conduct.
19. Use of alcohol, tobacco or illegal substances at any school, HOSA or West Virginia Department of Career and Technical Education sponsored event will result in expulsion from the Executive Council.
20. Have a commitment to work as a team player.
21. Treat all members of the organization equally and without discrimination.
22. Resign office immediately if at any time commitments and expectations are not met (includes attendance, professional image, official dress, responsibility and conduct).
23. Follow the HOSA Code of Conduct at all events.

EXPECTATIONS OF THE LOCAL HOSA ADVISOR:

1. Insure that the state officer follows his/her expectations listed above.
2. Assist and assure that by SLC DAY 1 the candidate will have official HOSA Dress. The candidate if elected to office must have an official HOSA Uniform by the first day of State Officer training. This must be paid for by either the officer or his/her chapter.
3. Accept responsibilities for your officer as requested by the WV HOSA State Advisor, Director, and/or State Officer Coordinator.
4. Travel with the state officer at all times unless arrangements are made to be accompanied by, an assigned alternate, school personnel. Coordination of travel arrangements becomes the full responsibility of the officer, local HOSA Advisor and WV HOSA Advisor and/or State Officer Coordinator. WVHOSA is not responsible for making travel or lodging arrangements for the local advisor. If financial assistance is needed, the local advisor will consult with the WV HOSA State advisor.
5. Assist your officer with required reports to the WV HOSA State Advisor, Director, and/or the State Officer Coordinator by assuring that editing of the communications has been done and making certain that imposed deadlines are met.
6. **Attend any pre-scheduled meetings, trainings, workshops, conferences and the mandatory Executive Council Leadership Workshop April 13- 15, 2018.**



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7. Assist the state officer at school, workshops and conferences and work with the other local state officer advisors, the WV Association HOSA Board of Directors, and/or the WV HOSA Executive Council.
8. Attend the State Officer Leadership Training Workshop with your officer.
9. Complete duties at the HOSA International Leadership Conference and the WV HOSA Fall and State Leadership Conferences as assigned by the State Advisor.
10. Understand that because of extensive responsibilities with state officers at the HOSA ILC, the WV HOSA FLC and SLC, it will be necessary to obtain a chaperone(s) to help with other local chapter members attending these conferences.
11. Serve as the state officer's positive role model with dress, language, habits, assistance, ethics, etc.
12. Understand that there is no extra compensation to serve in this position. That all expenses incurred by the local advisors become the local chapter, school, or your personal responsibility.
13. Assist the WV HOSA State Advisor, Director, and/or State Officer Coordinator as needed throughout the officer's term.

Officer Candidate Statement of Commitment

I understand all of the expectations required of a WVHOSA State Executive Council Member and I am committed to this responsibility.

Officer Candidate Signature

Date

Local Advisor Statement of Commitment

It is my belief that this candidate will fulfill the responsibilities of a HOSA officer. I highly recommend this applicant. If he/she is elected, I shall assist in any assigned duties. I shall be present at all meetings/workshops/conferences, including an Executive Council Leadership training April 13-15, 2018. I understand the expectations required of a WV HOSA State Executive Council Member and local Advisor and I am committed to this responsibility.

Local Advisor Signature

Date

Parent/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 necessary to carry out the duties of a WV HOSA officer, including attendance at a **Leadership Workshop April 13-15, 2018.**

Parent (Guardian) Signature

Date



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Administrative Statement of Support

As a representative official of the school I understand that if the candidate is elected to serve as an officer on the WV HOSA Executive Council, we will support and assist him/her and his/her HOSA local Advisor in successfully fulfilling the obligations in the Memorandum of Agreement including but not limited to travel and financial support as the need arises. As a school representative, I understand all of the expectations required of a WV HOSA State Executive Council Member and the local advisor and I am committed to this responsibility.

School Administrator Signature Date

CTE Administrator Signature Date

NOTE: If an officer candidate attends a home school and a career and technical school (CTC) a signature from both administrators MUST be obtained.

*Secondary Students Only

Please mail and/or email the officer application, the memorandum of understanding, and a photo in your HOSA Uniform to:

Loretta Thompson
West Virginia HOSA State Advisor
PO Box
Foster, WV
lthompson@k12.wv.us