



***WVHOSA***  
**STATE OFFICER**  
**HANDBOOK**  
**(Application is included)**

# WV HOSA STATE OFFICER HANDBOOK

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## CHECKLIST for STATE OFFICER APPLICATION

This state officer application packet contains some very important information. Carefully read it prior to completing the forms. Once you have thoroughly reviewed the packet, complete all the forms listed below and return them by **January 12, 2018** to:

Mrs. Loretta Thompson  
 WV HOSA State Advisor  
 P.O. Box 71,  
 Foster, WV 25801

This **checklist is to accompany the completed state officer application:**

- Check off items as you assemble them for the application.
- Place the checklist in the front of the completed application papers prior to mailing.
- Make copies of all forms for candidate and advisor.
- Mrs. Thompson will review all applications for completeness. Missing requirements will result in deduction of points from the grading rubric. Rubric is found at the end of this application.
- **Applicant’s Advisor:** email Loretta Thompson @ [lmthompson@k12.wv.us](mailto:lmthompson@k12.wv.us) as notification that an application was mailed to her attention. Include the applicant’s name, school, chapter name and preferred office.

Candidate’s Name \_\_\_\_\_  
 School \_\_\_\_\_  
 Chapter \_\_\_\_\_  
 Advisor \_\_\_\_\_

The following items **MUST** be included as part of the officer application and postmarked prior to January 12, 2018:

1. \_\_\_\_\_ Checklist for State Officer Application
2. \_\_\_\_\_ State Officer Candidate Application
3. \_\_\_\_\_ Advisor/Officer Candidate Memorandum of Understanding with required signatures of support
4. \_\_\_\_\_ Official Transcript of Grades (in sealed and signed envelope)
5. \_\_\_\_\_ Officer Candidate Essay
6. \_\_\_\_\_ State Officer Permission Form
7. \_\_\_\_\_ WV HOSA State Officer Code of Conduct
8. \_\_\_\_\_ WV HOSA State Officer Medical Liability Release Form
9. \_\_\_\_\_ Copy of chapter affiliation form with candidate’s name highlighted (verifies candidate is a HOSA member)

## PROCEDURE FOR BECOMING A MEMBER OF THE WV HOSA EXECUTIVE COUNCIL (STATE OFFICERS)

### OFFICER CANDIDATE GUIDELINES

1. Two (2) secondary student members in a local chapter may run for an office.
2. Candidates must have a GPA of 2.0 or better on a 4.0 scale.
3. It is to the candidate's advantage to have had local officer experience, although it is not required.
4. Any secondary student member who wants to be considered as a candidate for a WV HOSA state office must:
  - a. Complete and sign the State Officer Candidate Application.
  - b. Sign and obtain required signatures for the Memorandum of Understanding form.
  - c. Submit an official school transcript in a sealed and signed envelope.
  - d. Write an essay.
  - e. Return the completed Permission Form, Code of Conduct Form and Medical Liability Release Form.
  - f. Meet the required imposed date of January 12, 2018 to have all required information to the State Advisor.
  - g. Be present on the Friday of State Conference by 10:00 am to participate in the state officer screening. During this time, you will complete a state officer candidate exam and participate in an interview.
  - h. Give a candidate speech at the SLC Opening Session. (3 minutes, maximum)
5. Based on the submitted application, interview, essay, and written test results, a slate for officer candidates will be prepared for presentation to the WV HOSA voting delegates.
6. The offices available for candidacy are:
  - a. President
  - b. Vice-president
  - c. Secretary
  - d. Treasurer
  - e. Historian/Reporter
  - f. Post-Secondary Representative (elected at the annual Fall Conference)
7. **Competition:**
  - a. **As an officer candidate**, competing in an individual or team competitive event is optional.
  - b. **As an officer**, competing in an individual or team competitive event is optional.
8. **Candidate Speech:**
  - a. Each candidate will be asked to present a three-minute speech at the Opening Session of SLC. Each candidate will be stopped at the end of three minutes.

- i. The speech should:
  1. Be biographical.
  2. Share your leadership qualities and experiences
  3. Include a commitment to serve W VHOSA as a State officer.
  4. Not include props, posters, or costumes.

#### 9. Campaigning at SLC:

- a. Campaigning for office may only take place on DAY 1 of SLC.
- b. Campaign materials may be distributed but not displayed.
- c. Verbal campaigning is encouraged.
- d. Cost of campaigning materials is not to exceed \$25.00.
- e. Campaigning materials distributed must be cleaned up at the end of Opening Ceremonies.

#### 10. Election:

- a. Voting delegates will elect the officers by ballot on day 2 of SLC. Once votes are tallied by the Officer Screening Panel, the five candidates receiving the majority vote will be awarded the position of office based upon their grading rubric as scored on day 1, during the screening process.

#### 11. Installation of Officers:

- a. Officers will be installed at the Awards and Closing Session of the WV HOSA SLC and will assume all responsibilities upon the conclusion of the SLC.
- b. **All officers *and* their advisors MUST attend the State Officer Training scheduled for April 13 through 15, 2018. Failure to attend this training will result in forfeiture of elected office. Advisors and Officers should plan to arrive at the Days Inn in Flatwoods, WV after 3PM on April 13 and stay until 1PM on April 15. Secondary students must be transported by their advisors to all WVHOSA events.**

OFFICER ATTIRE
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**An official HOSA Uniform is required of all State Officers. State Officer Candidates MUST be in Official HOSA dress.** Refer to the hosa website at [www.hosa.org](http://www.hosa.org) for additional information on official HOSA dress.

1. **Officer Candidate: MUST** be in official HOSA dress which consists of a navy-blue suit when participating in the officer screening (test and interview), delegate sessions, and general sessions at the WV HOSA SLC.
  - a. Since a *knee length skirt* is part of the official HOSA uniform, it is recommended that female candidates consider this when preparing for candidacy.
  - b. All candidates are *required* to:
    - i. Wear an oxford style shirt.
    - ii. Have an official HOSA patch loosely stitched to their navy-blue suit; patch may not be pinned to suit jacket.
    - iii. Wear an official gender appropriate HOSA tie.
  - c. Noncompliance with stated acceptable attire will make the candidate ineligible for state office.

**STUDY GUIDE FOR OFFICER TEST**

Knowing information about the listed areas will help the officer candidate prepare for the written test to be taken as part of the candidacy process at the WV HOSA SLC. By no means is it an all-inclusive list of questions that could be on the test. WV HOSA-Future Health Professionals wishes you the best as you prepare for the test!

**References for Study Guide:**

Robert’s Rules of Order

The HOSA website: [www.hosa.org](http://www.hosa.org)

The WV HOSA website: [www.hosawv.org](http://www.hosawv.org)

The WV HOSA Facebook Page

**Major Divisions of Study:**

1. INTERNATIONAL HOSA
  - a. Location of the International HOSA office
  - b. Names and titles of the International Executive Council
  - c. HOSA creed
  - d. HOSA motto
  - e. HOSA Competitive event categories and events
  
2. WV HOSA
  - a. Names and titles of the Executive Council members (state officers)
  - b. Names and titles of the WV Association HOSA Board members
  - c. Date WV HOSA was chartered
  - d. Date of first WV HOSA Leadership Conference
  - e. Responsibilities of the offices
  
3. PARLIAMENTARY PROCEDURES
  - a. Commonly used motions
  - b. Title of formal rules used for meetings
  - c. Names of official committees for WVHOSA
  - d. Definition of minutes
  - e. Duties of delegates
  - f. Parliamentary terms
    - i. Adjourn
    - ii. Convene
    - iii. Move
    - iv. Question
    - v. Lay on the table

Sample test questions are included on the following page for your reference. The answers are not provided so this will really test your knowledge!

## SAMPLE TEST QUESTIONS:

1. In which state is International HOSA headquarters located?
  - a. Florida
  - b. California
  - c. Tennessee
  - d. Texas
  
2. What body represents the local chapter members in balloting on questions of business or selection of officers?
  - a. Voting Delegates
  - b. Local Advisors
  - c. State Advisors
  - d. State Officers
  
3. The minimum affirmative vote necessary to adopt or amend special rules of order that are separate from the bylaws is
  - a. a majority of those present.
  - b. a majority of the entire membership with notice.
  - c. two-thirds without previous notice.
  - d. two-thirds with previous notice.
  
4. Motions that relate in different ways to the pending business or to business otherwise at hand are called
  - a. main motions.
  - b. privileged motions.
  - c. incidental motions.
  - d. subsidiary motions.
  
5. Which of the following is a team competitive event?
  - a. Barbara James Service Award
  - b. Medical Assisting
  - c. Sports Medicine
  - d. Health Career Display
  
6. WV HOSA received it's HOSA charter in:
  - a. January, 1995
  - b. May, 1995
  - c. September, 1995
  - d. December, 1995
  
7. After members make motions, they should:
  - a. debate the motion.
  - b. remain standing and wait for permission to debate.
  - c. resume their seats.
  - d. sit and wait for another member to ask a question so that debate may proceed.
  
8. The WV HOSA State Advisor is:
  - a. Kristie Long
  - b. Cynthia Sundstrom
  - c. Loretta Thompson.
  - d. Christina Holston

## DUTIES OF THE EXECUTIVE COUNCIL (STATE OFFICERS)

**West Virginia HOSA officers shall make themselves available, as necessary, in promoting the general welfare of the organization and in assisting to increase membership.**

- A. **PRESIDENT:** It shall be the duty of the president to:
1. Preside at the State Conference and all WV HOSA-Future Health Professionals officer meetings.
  2. Serve as an ex-officio member of all standing committees.
  3. Serve as a Delegate-At-Large at the State Leadership Conference.
  4. Serve on the WV Association HOSA Board of Directors.
  5. Serve WV HOSA-Future Health Professionals in any capacity as requested by the WV Association HOSA Board of Directors and/or the WV HOSA State Advisor, Director, and/or State Officer Coordinator.
- B. **VICE-PRESIDENT:** It shall be the duty of the vice-president to:
1. Preside in the president's absence.
  2. Succeed the president if the office of president is vacated.
  3. Serve on committees as assigned.
  4. Serve as a Delegate-At-Large at the State Leadership Conference.
  5. Serve WV HOSA-Future Health Professionals in any capacity as requested by the WV Association HOSA Board of Directors and/or the WV HOSA State Advisor, Director, and/or State Officer Coordinator.
- C. **SECRETARY:** It shall be the duty of the secretary to:
1. Take the roll call at all business meetings and report quorum status.
  2. Record the proceedings of all meetings and to file all such records with the WV HOSA State Advisor, Director, and/or State Officer Coordinator within **ten (10) days**.
  3. Assist the president in planning agendas for meetings if called upon to do so.
  4. Serve on committees as assigned.
  5. Serve as Delegate-At-Large at the State Leadership Conference.
  6. Serve WV HOSA-Future Health Professionals in any capacity as requested by the WV Association HOSA Board of Directors and/or the WV HOSA State Advisor, Director, and/or State Officer Coordinator.
- D. **Treasurer:** It shall be the duty of the treasurer to:
1. Keeps membership records in coordination with the secretary
  2. Encourages efficient management of funds
  3. Assists in preparing the chapter budget
  4. Serve on the fundraising committee
  5. Serve WV HOSA-Future Health Professionals in any capacity as requested by the WV Association HOSA Board of Directors and/or the WV HOSA State Advisor, Director, and/or State Officer Coordinator.



- E. **HISTORIAN/REPORTER:** It shall be the duty of the historian/reporter to:
1. Be responsible for the keeping of records and other materials of historic importance to WV HOSA.
  2. Prepare a report of all activities and conference summaries to the WV HOSA State Advisor, Director, and/or State Officer Coordinator within ten (10) days of the activity and/or conference conclusion.
  3. Prepare a scrapbook of HOSA activities and conferences.
  4. Serve on committees as assigned.
  5. Serve as Delegate-At-Large at the State Leadership Conference.
  6. Serve WV HOSA-Future Health Professionals in any capacity as requested by the WV Association HOSA Board of Directors and/or the WV HOSA State Advisor, Director, and/or State Officer Coordinator.
- F. **Post-Secondary Representative:** It shall be the duty of the post-secondary representative:
1. Promote growth and development of WV HOSA within their region.
  2. Serve on committees as assigned.
  3. Serve as Delegate-At-Large at the State Leadership Conference.
  4. Serve WV HOSA-Future Health Professionals in any capacity as requested by the WV Association HOSA Board of Directors and/or the WV HOSA State Advisor, Director, and/or State Officer Coordinator.
  5. Serve WV HOSA-Future Health Professionals in any capacity as requested by the WV Association HOSA Board of Directors and/or the WV HOSA State Advisor, Director, and/or State Officer Coordinator.

**DIRECTIONS for the  
STATE OFFICER CANDIDATE**

**APPLICATION DEADLINE: On or before January 12, 2018**

1. Thoroughly read each question on the application before answering it.
2. Print and photocopy the original application if an additional one is needed.
3. Accurately and thoroughly complete all parts of the application process. This demonstrates your ability to follow directions and your responsibility at meeting deadlines. **\*Make copies of all papers for your personal records.**
4. Two (2) options for completing the application:
  - a. Option #1:
    - i. Print the application
    - ii. Neatly and clearly print your responses in **BLACK** ink only
    - iii. Mail form to address listed on the checklist with this application
  - b. Option #2:
    - i. Type your responses directly on this form
    - ii. To type on the line:
      1. Click the underline button after placing your cursor at the beginning of the line where you want to type information
      2. Type your response
        - a. Hit the tab key on the keyboard if more space is needed to complete your response
        - b. If the line extends to the next line on the application as you type Press the “delete key” until the line returns to the correct space
        - c. When finished with each line, turn off the underline button
        - d. Proceed to the next line
        - e. Mail form to the address listed on the checklist with this application
5. Proof read your application before submitting it.
6. \*\*\*Include a recent transcript in a sealed and signed envelope with your completed application.
7. Remember to check your application for completeness by using the checklist with this application.



**STATE OFFICER CANDIDATE APPLICATION**

Candidate's Name \_\_\_\_\_

Current Grade            10        11        12    (circle one)

County \_\_\_\_\_ Region \_\_\_\_\_  
(Check the WV HOSA Bylaws for this information)

Candidate's Home Address: \_\_\_\_\_  
\_\_\_\_\_

Candidate's Home Phone: \_\_\_\_\_

Candidate's Cell Phone: \_\_\_\_\_

Candidate's Email: \_\_\_\_\_

Candidate's Career & Technical School \_\_\_\_\_

**Or** High School (list High School only if HOSA chapter is located here)

School Address: \_\_\_\_\_

Street

City

State

Zip

School Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Name of Technical Program (only if enrolled in a CTC) \_\_\_\_\_

Advisor's Name \_\_\_\_\_ Email \_\_\_\_\_

Advisor's School phone number (incl. extension) (\_\_\_\_) \_\_\_\_\_

Advisor's Cell Phone (\_\_\_\_) \_\_\_\_\_

Local offices and year held: (examples may include NTHS, HOSA, Simulated Workplace, Student Council, etc.)

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List major activities and organizations in which you are a member or have actively participated:

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State three realistic goals which, if elected, you feel you can accomplish for WV HOSA:

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I submit that the information in this application is factual and that I have completed this application to the best of my ability. If elected to a position on the WV HOSA Executive Council, I will diligently strive to meet my proposed goals.

\_\_\_\_\_  
Printed Candidate's Name

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

## 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.
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.**
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

### **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.

## JUSTIFICATION OF OFFICER ADVISOR'S PARTICIPATION

To: Advisors of WV HOSA State Officers  
From: Loretta Thompson, WV HOSA State Advisor  
Subject: Justification Executive Council Leadership Training workshop

As stated in the Memorandum of Understanding 1) the WV HOSA Executive Council Member's local advisor is to attend the State Officer Leadership Training Workshop which is scheduled for April 13-15, 2018. Because of extensive responsibilities with state officers at the WV HOSA SLC, it will be necessary to obtain assistance to help with other local chapter members attending the SLC, and 3) that the officer must travel with his/her HOSA local Advisor or school appointed representative. Parents/Guardians and your school Administrative official representatives received and signed the Memorandum of Understanding form offering support to the student candidate and his/her local chapter advisor.

During these three (3) training days your assistance will be needed to work with your officer in helping to prepare him/her for his/her role at the International Leadership Conference, Washington Leadership Academy, Fall Leadership Conference and State Leadership Conference. Some of the agenda items that you will be assisting your officers to practice include:

- ❖ Public Speaking
- ❖ Evening General Sessions and the Grand Awards Session
- ❖ Committee Meetings (Bylaws, Leadership Skills, Public Relations, Nominating, and Ceremonial)
- ❖ House of Delegates Assembly
- ❖ Recognition Program
- ❖ Installation of New Officers
- ❖ Workshop for Voting Delegates
- ❖ Officers' Reports at House of Delegates
- ❖ Interviewing candidates for Office
- ❖ Conducting candidate tests
- ❖ Greeting conference attendees and Judges

You may also be assigned other duties related to the conference operations by the WV HOSA State Advisor, Director, and/or State Officer Coordinator. Your officer(s) will be practicing the above-mentioned duties during the days prior to the actual conference dates and we are asking that you assist where needed and work with your officer to insure he/she is prepared for and comfortable with his/her duties. It is much work, but together we can accomplish all of it. Make certain your officer(s) follow the dress code established by the HOSA and that in particular he/she has a minimum of two (2) white oxford style shirts and two pairs of tan colored, khaki pants for casual conference duties during the term of office.

WV HOSA will financially support the officers as indicated in the memorandum of understanding. As the officer's advisor, you are responsible for your own expenses incurred during this time. Thank you for your continuing support of your officer and WV HOSA!



**Essay Topic:**

“Why I Should Be Considered for the WV HOSA Executive Council Team”

Length: 500 words or less

Requirements: Times Roman Font #12; 1” borders;  
double spaced

**MUST** be submitted with the application



**STATE OFFICER PERMISSION FORM**

*The duties and responsibilities of serving as a WVHOSA State Officer involve attendance at Executive Council meetings, workshops and conferences as well as travel to those activities. Each officer is responsible for making his or her own travel arrangements in conjunction with their local chapter advisor and the State Officer Coordinator.*

**PLEASE READ THIS INFORMATION CAREFULLY, OBTAIN THE APPROPRIATE SIGNATURES, AND RETURN BY THE PUBLISHED DATE TO LORETTA THOMPSON, WVHOSA STATE ADVISOR.**

*I understand that this permission form is effective from the time I am elected to a state office at the WVHOSA State Leadership Conference until my term ends at the following year's WVHOSA State Leadership Conference.*

*I understand that each individual is responsible for his or her insurance coverage during any trip that involves WVHOSA-Future Health Professionals.*

*I hereby release the National HOSA Board of Directors, the State HOSA Board of Directors, the national and state HOSA staff, the state and local HOSA organizations, and any designated individual in charge of the HOSA group or specific activity from any legal or financial responsibility with respect to my personal or student's/child's participation in or contact with any known element associated with a HOSA activity.*

*I understand that the possession and/or use of any drugs, alcohol, or tobacco products, or failure to follow instructions from the WVHOSA State Officer Coordinator and/or the HOSA Executive Director/State Advisor, or any behavior that causes any risk to the safety of others, is cause for immediate removal from office.*

*I grant permission for the taking of photographs, videotapes, broadcasts, and/or sound recordings, separately or in combination, to be available for reproduction for educational and promotional purposes by WVHOSA.*

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Candidate Signature



# WVHOSA STATE OFFICER

## CODE OF CONDUCT

A good reputation enables members to take pride in their organization. HOSA has an excellent reputation. Your conduct at any HOSA function should make a positive contribution to the reputation that has been established.

1. Your behavior at all times should be such that it reflects credit to you, your school, your state and HOSA-Future Health Professionals. State Officers are expected to behave in a professional manner at all times in all situations.
2. State Officer’s conduct is the responsibility of the local chapter and/or the State Officer Coordinator and/or the WV HOSA State Advisor. State Officers shall keep their advisors informed of their activities and whereabouts at all times.
3. State Officer’s Social Media presence should always be positive and reflect a professional image. State Officers shall not have anything pertaining to controversial subjects or containing profanity, nudity, anything vulgar, or that could be considered in poor taste.
4. State Officer’s name badges shall be worn at all times.
5. State Officers are expected to attend all general sessions and other scheduled conference activities. Please be prompt and show respect to those in the audience and on stage.
6. State Officers will respond to ALL emails, texts and voice mails from the WV HOSA State Advisor, Director, and/or Coordinator within 24 hours.
7. State Officers are expected to observe the designated curfew (curfew means being in your own room by the designated hour).
8. State Officers may not purchase, consume or be under the influence of alcohol, tobacco or drugs at any time. Violators will be subject to dismissal.
9. State Officers will be in official HOSA uniform or the official informal uniform whenever representing HOSA-Future Health Professionals.

I have read the Code of Conduct for HOSA conferences and agree to abide by these rules. I understand that any violation of the Code of Conduct will result in dismissal from the Executive Council.

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Print Name of Candidate	Signature of Candidate	Date
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Print Name of Advisor	Signature of Advisor	Date
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Print Name of Parent/ Guardian	Signature of Parent/Guardian	Date
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**WVHOSA STATE OFFICER  
MEDICAL LIABILITY RELEASE  
FORM**

Candidate's Full Legal Name: \_\_\_\_\_ Date Of Birth:    /    /

Parent's/Guardian's Name \_\_\_\_\_

Parent/Guardian Emergency Contact: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Home Work Cell

Home Address \_\_\_\_\_

Alternate Contact: \_\_\_\_\_  
Name and Relationship to Applicant                      Emergency Contact Phone Numbers

Candidate's Physician: \_\_\_\_\_ Phone :(\_\_\_\_) \_\_\_\_\_

Physician's Address: \_\_\_\_\_

Local Advisor Name: \_\_\_\_\_  
Advisor's Name, Phone Number and Email

School: \_\_\_\_\_  
Name  
Address  
(\_\_\_\_) \_\_\_\_\_  
Phone Number  
Administrator's Name Emergency Contact Phone Number and Email

Candidate is covered by group or medical insurance: \_\_\_\_\_ Yes                      \_\_\_\_\_ No  
**If yes, complete the following information and provide a photocopy of the insurance card to be kept on file for emergencies.**

Name of insured: \_\_\_\_\_ Insurance Company: \_\_\_\_\_  
Group #: \_\_\_\_\_ Policy #: \_\_\_\_\_

Please completely describe any medical condition which may occur or be a factor in medical treatment:

- a. Allergy: \_\_\_\_\_
- b. Physical Handicap: \_\_\_\_\_
- c. Convulsions: \_\_\_\_\_
- d. Medicine Reactions: \_\_\_\_\_
- e. Blackouts: \_\_\_\_\_
- f. Disease of Any Kind: \_\_\_\_\_
- g. Heart & Lung Problems: \_\_\_\_\_

h. Other (Be specific): \_\_\_\_\_

If currently taking any prescription medication, on a separate sheet of paper, please provide the following information:

- Name of Medication(s) and Directions
- Prescribing Physician and phone number

**LIABILITY RELEASE:** I certify that the information described above is accurate and complete to the best of my knowledge. I understand that each individual is responsible for his/her own insurance coverage. I hereby release the WVHOSA Board of Directors, the State Advisor, WVHOSA, Inc., National HOSA Staff, and Local HOSA advisors, local school staff, and any designated individual or group in charge of the HOSA group or specific activity from any legal or financial responsibility with respect to my personal or my student/child's participation in or contact with any known element associated with an activity including competitive events.

**PARENT/GUARDIAN:** Please check one of the following and sign your name.

I **give** my permission for immediate medical treatment as required in the judgment of the attending physician. Notify me and/or any persons listed above as soon as possible.

I **do not give** permission for medical treatment until I have been contacted.

Parent/Guardian's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Candidate's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

State Officer Coordinator: \_\_\_\_\_ Date \_\_\_\_\_

WVHOSA State Advisor's: \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX A



### WV HOSA STATE OFFICERS SCHEDULE FOR 2017-2018

Monthly phone/video conference to be determined by newly elected State Officers at the April board meeting. The first phone/video meeting will be held in April.

<b>Date</b>	<b>Event</b>	<b>Location</b>
March 8, 2018	WV HOSA SLC Prep	Marshall University, Huntington, WV
March 9, 2018	WV HOSA Board Meeting	Marshall University, Huntington, WV
March 9-10, 2018	WV HOSA SLC	Marshall University, Huntington, WV
April 13- 15, 2018	New State Officer Training	Days Inn, Flatwoods, WV
June 27-30, 2018	International Leadership Conference	Dallas Convention Center, Dallas, TX
September 2018	Washington Leadership Academy	Mark Center, Alexandria, VA
October 2018	Fall Leadership Conference	TBD
October 2018	WV HOSA Board Meeting	TBD

Please have the **Official HOSA Uniform** by first day of State Officer Training (April 13 -15). Officers' pictures will be taken at the April State Officer Training. Officers or their chapters will need to purchase two (2) white oxford button-down shirts, and for the female, 1 burgundy accent and the male, the burgundy tie. Each Officer will also need 2 pairs of tan Khaki pants. HOSA Attire is required for all meetings and training sessions. HOSA causal – Khaki pants and HOSA polo shirt are needed for summer workshop and WV HOSA SLC.

#### **Contact information for:**

Loretta Thompson, WV HOSA State Advisor      email: [lmthompson@k12.wv.us](mailto:lmthompson@k12.wv.us)  
Christina Holston, WV HOSA Executive Director      email: [Christina.holston@k12.wv.us](mailto:Christina.holston@k12.wv.us)  
Kristie Long, WV HOSA State Officer Coordinator      email: [kmlong@k12.wv.us](mailto:kmlong@k12.wv.us)

APPENDIX B



**STATE OFFICER CANDIDATE QUALIFYING FORM**

Rating Scale: 1—Below Expectations, 2—Meets Expectations, 3—Exceeds Expectations  
 Total Points Possible = 100

CANDIDATES	INTERVIEW QUESTIONS (45)															OBSERVATIONS (9)	APPLICATION FORM (9)	ESSAY (12)	EXAM (25)	COMMENTS	TOTAL POINTS (100)
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15						
																Dress ___ Grooming ___ Attitude ___	GPA ___ Attendance ___ Neatness ___	Thoughts ___ Organization ___ Neatness ___ Spelling ___			
																Dress ___ Grooming ___ Attitude ___	GPA ___ Attendance ___ Neatness ___	Thoughts ___ Organization ___ Neatness ___ Spelling ___			
																Dress ___ Grooming ___ Attitude ___	GPA ___ Attendance ___ Neatness ___	Thoughts ___ Organization ___ Neatness ___ Spelling ___			
																Dress ___ Grooming ___ Attitude ___	GPA ___ Attendance ___ Neatness ___	Thoughts ___ Organization ___ Neatness ___ Spelling ___			
																Dress ___ Grooming ___ Attitude ___	GPA ___ Attendance ___ Neatness ___	Thoughts ___ Organization ___ Neatness ___ Spelling ___			

To be slated for an office, the officer candidate must score a minimum of 70%.