

HOSA New State Advisor Mentoring Guide



HOSA–Future Health Professionals

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HOSA is looking for a few good MENTORS! If you've been around HOSA for a while, you can be great support for a new state advisor.

You may think mentoring requires too much time and commitment. You get to decide the type of mentoring that works for you; phone consults, e-mail exchanges, both or even face-to-face visits.

Mentorship is a true act of kindness and is key in strengthening HOSA's talent pool and empowering the next group of outstanding state advisor leaders.

Purpose

The **HOSA New State Advisor Mentoring Program** provides leadership and collaboration to support the growth of new state advisors. The goal is for new state advisors to be equipped to confidently lead their chartered associations. This program positions new state advisors to have a first year of professional growth rather than survival. **The objective is to increase the effectiveness of new state advisors and develop well-trained professional HOSA leaders.**

Definition of a Mentor

A HOSA mentor is an experienced state advisor with the knowledge and skills required to lead a chartered association. The mentor is able to facilitate active support to the new state advisor. In addition to becoming a friend, mentors assist by: coaching, encouraging, listening, and promoting self-reliance. Networking allows time to share insights, seek solutions to challenges, and celebrate successes.

Benefits of Mentor Service

The mentor program provides experienced HOSA state advisors unique opportunities to grow professionally and improve their leadership through collaboration.

Mentoring develops skills and qualities useful outside the mentoring program. Mentors also, enhance their HOSA knowledge, experience a higher level of personal achievement. Mentoring new state advisors can help motivate, develop and retain talent while increasing productivity.

Primary benefits of the mentoring program include:

Knowledge transfer.

Mentoring is an effective approach to organize, create, capture and distribute knowledge through access to a peer who can share expertise and knowledge.

1. Leadership development.

Mentoring serves as a platform for HOSA state advisors to discuss goals and offer guidance to new advisors.

2. Diversity.

Mentoring empowers a diverse range of advisors to share their opinions, ideas, knowledge and experience.

3. Onboarding new state advisors.

Mentoring can help reduce time for new advisors to feel competent with their new responsibilities by linking to experienced advisors.

4. Engagement.

Mentoring helps new advisors identify themselves as a vital part of their chartered organization and creates a heightened level of ownership.

The hope is to create a powerful, positive impact on the lives of new state advisors during their first year, and ultimately effect, HOSA members internationally. Mentorship is not just for the mentee, but also for the mentor, the organization — and the future.



Section 1:

Mentor Responsibilities

Experienced state advisors are responsible for developing collegial relationships with new state advisors. **An effective mentor wears many hats during the relationship, providing professional as well as emotional support to meet the new state advisor needs during their inaugural year.**

Contact new state advisor throughout the year. (Suggested: minimum of 6 times)

- During the first week or months of the school year
- Meet and greet at SAM (State Advisors Management) Conference or at the annual ILC (International Leadership Conference)
- During late fall
- At the end of the first semester and beginning of the second semester
- Immediately before or after spring break or mid-semester
- Four to six weeks before ILC (International Leadership Conference)
- Maintain contact notes or emails of meetings and discussions

Share association by-laws, annual plan of work, calendar, board of directors and state officer information, and long- and short-range goals.

- Share information on yearlong plans, strategies and rationale for each
- Provide insight on HOSA policies, processes and activities
- Use the *New State Association Guide* as a resource throughout the year

Share expertise and materials regarding success to HOSA conference-planning and competitive events processes.

- Assist in developing a plan of work for the association
- Share association and conference management techniques: fall leadership conference (FLC) and regional and/or state leadership conference (SLC)
- Communicate membership and partnership recruitment strategies
- Discuss competitive events program implementation and management

Give encouragement and emotional support to the new state advisor as needed.

- Listen and function like a coach
- Develop and strengthen confidence through knowledge and skills
- Assist in making connections and suggesting sources of support for the state advisor and association

Strategies for building meaningful relationships with mentees include:

- Be open to communication and making time for conversation
- Understand mentee's strengths, needs, and goals and perceived challenges to reaching goals for their association
- Consider the inspiration for the goals and the passion for obtaining for it
- Establish mutual respect, honesty, humility and trust in one another
- Be open to a free exchange of knowledge, learning and discussion

Section 2:

New State Advisor Needs

When asked what they need, new state advisors may respond “EVERYTHING!” Some need more assistance and guidance than others. The mentor’s responsibility is to help identify needs of the new state advisor. Needs and responsibilities vary, but basic needs of all new advisors will likely include:

- Ideas about state officer elections and policies
- Membership recruitment
- Conference management
- Competitive events
- Board of directors
- Partnerships
- Use of resources and website
- Fundraising, sponsorships
- Scholarships

Some new state advisors may be also be new to education and need information about general educational policies and procedures.

Mentors may be most helpful by providing personal and emotional support new advisors need during their first year.

Specific needs of the new state advisor may include information related to:

- Advisor professional development opportunities
- [Affiliation fees and online affiliation process](#)
- [Alumni recruitment](#)
- [Board of directors and executive committee: meeting agendas, policies](#)
- Budget/finance/audits
- Contracts and agreements
- Chapter development and plan of work
- Communication system with chapters and potential chapters
- Committees and taskforces
- Conference delivery and management
- Fundraising and resource development
- [Headquarters HOSA staff](#)
- Judge recruitment
- Legal issues, insurance and non-profit status
- [Local chapter advisor commitment](#)
- Membership recruitment and growth
- Membership— Middle School, Secondary, Postsecondary/Collegiate, Professional, and Alumni
- [National and state competitive events programs](#)
- [Competitive events management](#)

- National and state partnerships
- National and state scholarship programs
- [New local advisor orientation, training and support](#)
- New chapter development and support
- Policy, planning, and program development
- [Publications](#)
- Social media strategies
- State management and plan of work
- State officer elections, processes, training, and management
- State association plan of work
- Visibility, marketing, and outreach
- State website
- Workshops at state HOSA and career and technical education events



Section 3:

Top 16 Discussion Questions

Relationship building allows for open discussions. Mentors develop skills of questioning and listening to understand the spoken and silent messages of new state advisors.

Depending on the new state advisor, situation and time of the year, these are sample questions a mentor might ask of their new state advisor.

1. How may I be of the greatest help to you?
2. Have you contacted all current or potential local chapter advisors? Do you have a process in place for securing email addresses for all health science and biomedical science teachers in your state?
3. What information would be the most helpful in developing a plan of work?
4. What are your plans for delivering management services for—local advisor orientation; state officer training and meetings; fall leadership conference (FLC); district, regional and/or State Leadership Conference (SLC); voting delegate orientation to the International Leadership Conference (ILC)?
5. Have you accessed the free resources from www.HOSA.org?
6. What surprises have you experienced as a new state advisor?
7. Are you comfortable with your chartered association's progress and growth?
8. What have you enjoyed most about being a state advisor? What have you enjoyed least?
9. What concerns do you about the operation of your chartered association?
10. Are you satisfied with your current relationship with local chapter advisors? How do you intend to strengthen the relationship with local chapter advisors collectively and individually?
11. How do your local advisors view your role as the state advisor?
12. What are your areas of greatest need as a state advisor? What do you believe are the areas of greatest need for local advisors? For your state officers?
13. Are you operating the chartered association through a board of directors? What committees are operating?
14. Is your state officer team operating effectively? What could be done to improve the operations of both the association and state officers?
15. What strategies or processes have been implemented that were received exceptionally well?
16. What partnerships are under consideration or have been implemented?

Section 4:

Checklist for HOSA Membership Year Initial Months

Assist the new state advisor in preparing a checklist for the initial months of the membership year. Remember, the first months of school will determine the success of the state association's membership year.

1. Access to database of current local and potential chapter advisors and schools with health science education and biomedical sciences programs statewide
2. Current calendar of events developed and shared on the state HOSA website and with local and potential chapter advisors
3. Resources materials available from New SAM and SAM Conference
4. Plan of work for the membership year
5. State association bylaws developed and posted
6. State association procedures developed and posted
7. Work in partnership with a board of directors
8. State officers' goals and expectations discussed
9. Budget and financial knowledge of the state association
10. Open line of communication with all stake holders





Contact Notes

New State Advisor: _____ **State:** _____

Experienced Mentor: _____ **State:** _____

DATE	DISCUSSION POINTS
1 st month	
Prior to FLC	
End of 1 st semester or beginning of 2 nd semester	

	<u>Contact Notes (continued)</u>
	New State Advisor: _____
	Experienced Mentor: _____
Before or after spring break time or mid-semester; prior to SLC	
2-4 weeks before the end of school year; prior to ILC	
Other	

**Submit contact notes with dates and discussion topics by June 7, 2019.
Suggestions to improve the program are welcome.**

E-mail documentation: nancy.allen@hosa.org

E-mail messages may be submitted to document contact.

Section 5:



Outstanding Sample E-mail Messages

Example from Shirlene Bender, LA State Advisor September

Just checking in on you and hoping all is well. Even though I am not officially your mentor any longer, I am happy to always stay in touch and answer any questions you may have in the future. Go ahead, put me on speed-dial!

I hope you will be at SAM conference. Take advantage

of all the great help that is there! After having gone through a whole year of HOSA, I'm sure you have much need for more information. At SAM, (I like to call it the **Sharing And Mentoring Conference**) talk to everyone you can; come prepared with questions of things you have wondered about, and ask people you sit with. "Steal" their ideas, check out the other states websites, and ask for copies of documents they have already created. SAM is a wonderful opportunity. Hope to see you at SAM!

November

Enjoyed talking with you in September. Hope you are managing handling HOSA. Sometimes it can be overwhelming. What is the most important thing you need help with right now? I know I told you I would send you some items. What do you need most?

Let me ask you a couple questions: Did you have a Fall Conference? What conference or events do you have coming up? Did you ever find the materials from the previous Advisor? How are you doing with setting up a board? Please let me know what you most need right now. I am here to help you in any way I can and will stay in touch with you often.

February

Wanted to check with you to be sure you received all the information about the International Leadership Conference for this year. The information is no longer being sent by mail in a notebook, but rather by email, and is also available on the HOSA website at: ilc.hosa.org

You will want to go through it very carefully to find all the due dates for the forms. You have time before the first form is due, but you know how time flies when we are having fun! I'd go through it soon, so you are not rushed. Everything is well explained, but if you have any questions at all, please reach out to me, or to HOSA. All the forms and information can be overwhelming the first year so do not hesitate to ask anything at all.

My recommendation is to print it out and organize this in a notebook. Then, keep all your NLC correspondence and information for your students in there as well. As we get closer to NLC, I will check on you, and make sure you are doing ok with everything.

Janet E. Nelson, PENN HOSA State Advisor

February

Our next big events our SLCs! Boy, are these approaching quickly. Checking our lists, confirming speakers, exhibitors, symposium presenters, making sure competitive events go well, and the list goes on and on. I wanted to know if there is anything that I may help you with? Knowing that your SLC is March 28 at Gateway Community College and our SLC will be over March 14, I am available now for any questions and willing to send you any materials we use as you prepare for your SLC. I hope that by Ccing you on our advisor communications that you are not becoming overloaded.

Hearing from you is the only way that I know if and how I may be of any assistance. Email or call my cell. HOSA is all about sharing. PENN HOSA is at your service ;) Please feel comfortable to contact me because PENN HOSA wants CT HOSA to have a very successful yr, especially with the upcoming SLC!! Looking forward to hearing from you.

May

Below is the message sent today informing our advisors of their assignments while in attendance at NLC 2014. The attachment outlines who, what, when and where for each personnel assignment according to what PENN HOSA has been assigned. We have found that



if we simply make the assignments and send the attachment, our advisor/guests/chaperones cooperate and participate fully.

Since assuming the role as PENN HOSA State Advisor, I have learned that it is best for us to hold our State meeting on Wednesday morning. In the past when we met after the Opening Session we were all tired and really wanted to get to our rooms and not participate in the meeting. NLC 2013 was the first time we tried the morning

meeting. It met with rave reviews. We get Executive Council members more involved.... greeting members as they arrived, distributing handouts, leading the delegation in our State cheer, and doing an ice-breaker. All of this takes coordination and a great deal of pre-conference communication, but it has really helped to make our meetings more engaging and energizing, esp. since our meeting is at 9:00 am ;-). If you have any questions after reading the message & attachment, please contact me and we can discuss them as your time permits.

June

We enjoyed having you at our Advisor Workshops and trust in some way we were able to share our passion for HOSA-Future Health Professionals as we worked w/ our PENN HOSA local chapter advisors. Should you have opportunities in the future, please know you're always welcome at any of our activities. We are proud of our association w/ HOSA for the past 35 yrs. Any time we can share our love for HOSA with others who have the same passion, we will!

2018-2019



NEW STATE ADVISORS MENTOR ASSIGNMENTS

COLORADO

Bailee Gardunio, State Advisor Bailee.Gardunio@cccs.edu

Shelly Wehmeyer, Missouri State Advisor (Mentor) Shelly.Wehmeyer@dese.mo.gov

GEORGIA

TBA, State Advisor

Katrina Coggins, North Carolina State Advisor (Mentor) katrina.coggins@dpi.nc.gov

IDAHO

Tammy Ackerland, CTSO Manager tammy.ackerland@cte.idaho.gov

Martha Robertson, Montana State Advisor (Mentor) martha.robertson@mso.umt.edu

IOWA

Dawn Fichter, Executive Director director@iowahosa.org

Kent Seuferer, State Advisor kent.seuferer@iowa.gov

Jim Scott, Ohio State Advisor (Mentor) ohiohosa.14@gmail.com

NEBRASKA

Rachel Buss, State Advisor Rachel.Buss@nebraska.gov

Brock Rops, South Dakota State Advisor (Mentor) brock.rops@usd.edu

PENNSYLVANIA

Walt Slauch, State Advisor wslauchhosa@gmail.com

Janet Nelson, Retired PENN-HOSA State Advisor (Mentor) janetnelsonhosa@gmail.com

PUERTO RICO

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Shirlene Bender, Louisiana State Advisor (Mentor) Students2@swlahec.com

VIRGINIA

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Jane Shovlin, Maryland HOSA State Contact (Mentor) mdhosa2@gmail.com

WISCONSIN

Christina Patrin, State Advisor, Christina.Patrin@dpi.wi.gov

Candy Leopold, Minnesota State Advisor (Mentor) cleopold@minnesotahosa.org

2017-2018



NEW STATE ADVISORS MENTOR ASSIGNMENTS

IDAHO

Tammy Ackerland, State Advisor tammy.ackerland@cte.idaho.gov
Kori Jensen, NE State Advisor (Mentor) Kori.Jensen@nebraska.gov

KANSAS

Seth Nutt, State Advisor snutt@kumc.edu
Martha Robertson, MT State Advisor (Mentor) martha.robertson@mso.umt.edu

NEW YORK

Bonnie Shelby, State Advisor bshelby@gvboces.org
Janet Nelson, PA State Advisor (Mentor) janetnelsonhosa@gmail.com

OHIO

Jim Scott, State Advisor ohiohosa.14@gmail.com
Lloyd DeVault, FL State Advisor (Mentor) LDeVault@flhosa.org

PUERTO RICO

Omar Santana, State Advisor santanade@de.pr.gov
Shirlene Bender, LA State Advisor (Mentor) Students2@swlahec.com

VIRGINIA

TBA, State Advisor
TBA, Mentor

2016-2017



NEW STATE ADVISORS MENTOR ASSIGNMENTS

IDAHO

Holly Connely, CTSO Coordinator

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Candy Leopold, MN State Advisor (Mentor)

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MISSOURI

Shelly Wehmeyer, State Advisor

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Dana Stringer, AL State Advisor (Mentor)

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NORTH CAROLINA

Katrina Coggins, State Advisor

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Allen Seigler, GA State Advisor (Mentor)

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NORTH DAKOTA

Katie Shahan, State Advisor

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Shirlene Bender, LA State Advisor (Mentor)

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RHODE ISLAND

Marie Laboissonniere, State Contact

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Peg Enslin, DE State Advisor (Mentor)

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WASHINGTON

Karen Hay, State Advisor

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Denise Abbott, UT State Advisor (Mentor)

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WEST VIRGINIA

Loretta Thompson, State Advisor

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Elizabeth Bullock, KY State Advisor (Mentor)

elizabeth.bullock@education.ky.gov



2015-2016

New State Advisors Mentor Assignments

American Samoa

Sailitafa (Saili) Samoa, State Advisor
[Shirlene Bender, Louisiana HOSA State Advisor \(Mentor\)](#)

Canada

Frank Yu, State Advisor
Ryan Wang, HOSA Representative
[Mark Burley, Michigan HOSA State Advisor \(Mentor\)](#)

District of Columbia

Dianne Harris, HOSA Representative
[Ann Craddock, Virginia HOSA State Advisor \(Mentor\)](#)

Ohio

Wendy Nichols, State Advisor
[Jane Shovlin, Arizona HOSA State Advisor \(Mentor\)](#)

Tennessee

Pamela Grega, State Advisor
[Angel Clark, South Carolina HOSA State Advisor \(Mentor\)](#)

West Virginia

Scott Nash, Executive Director
[Elizabeth Bullock, Kentucky HOSA State Advisor \(Mentor\)](#)



2014-2015 New State Advisors Mentor Assignments

Alaska	Shawnie Glenn, State Advisor Ann Craddock, Virginia HOSA State Advisor (Mentor)
Colorado	TBA, State Advisor Denise Abbott, Utah HOSA State Advisor (Mentor)
Massachusetts	Jaime Vallejos, State Advisor Shirlene Bender, Louisiana HOSA State Advisor (Mentor)
Missouri	Mary Lou Rimer, Health Science Supervisor & State Advisor Meghan Aydelott, Executive Committee Leadership Team Amanda Hodges, Tennessee HOSA State Advisor (Mentor)
Montana	Martha Robertson, State Director K-12 Program Coordinator, West MT AHEC Brock Rops, South Dakota HOSA State Advisor (Mentor)
New Jersey	Marilyn Halkias, Department of Education, Office of CTE John Ketterer, State Advisor Janet Nelson, Pennsylvania HOSA State Advisor (Mentor)
North Carolina	Joan Thompson, Health Science Education Consultant TBA, State Advisor Allen Seigler, Georgia HOSA State Advisor (Mentor)
Rhode Island	Marie Laboissonnere, Health Careers/EHR Instructor Wm. M. Davies, Jr. Career and Technical High School Lloyd DeVault, Florida HOSA State Advisor (Mentor)

2013-2014 New State Advisors Mentor Assignments



State Association

New Advisor

Mentor

Alaska	Liz Walsh Elizabeth.Walsh@providence.org	Cynthia Sundstrom (WV) csundstr@access.k12.wv.us
California	Joni Ornelas joni.calhosa@gmail.com	Lloyd DeVault (FL) LDeVault@flhosa.org
Connecticut	Nancy Tipping kc1ns@juno.com Sue Troupe troupe@brookfieldps.org	Janet Nelson (PA) janetnelsonhosa@gmail.com
Iowa	Julie Babbitt hosajb@gmail.com	Angel Clark (SC) aclark@ed.sc.gov
Kansas	Wendi Pickell wpickell@ksde.org	Debbie Bennett (OK) dsate@okcareertech.org
Montana	Megan Bones megan.bones@montana.edu	Brock Rops (SD) Brock.Rops@usd.edu
Nebraska	Kori Jensen jensen.kori@gmail.com	Mark Burley (MI) hosa@mhc.org
New Mexico	Bobbi Eichhorst Bobbi.eishhorst@regionix.org	Janet Villarreal (TX) texashosa@stx.rr.com
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North Dakota	Christi Miller Christi@ndahec.org	Shirlene Bender (LA) students2@swlahec.com
Washington	Dr. Sue Longstreth sue.longstreth@gmail.com Bonnie Smith Smith.Bonnie@yakimaschools.org	Ann Craddock (VA) abc@vahosa.org



2012-2013

New State Advisors Mentor Assignments

STATE ASSOCIATION	Name of New Advisor	Name of Mentor
Alabama	Collie Wells, State Advisor	Elizabeth Bullock (KY)
Illinois	April Sonnefeldt, Executive Director Karen Calligaris, Board Chair	Debbie Saterbak (OK)
Mississippi	Charlotte Bryant, State Advisor	Ann Craddock (VA)
Nebraska	Carol Ringenberg, State Advisor	Jane Shovlin (AZ)
New Hampshire	Mary Wakefield, Co-State Advisor Kathleen Young, Co-State Advisor	Antoinette Fugee (NJ) Marie Laney (NJ)
North Dakota	Katie Thompson, State Advisor	Shirley Bender (LA)
Ohio	Jill Nacke, State Advisor	Jen Girvin (CO)
Oregon/Nevada	Danielle Tuason, State Advisor	Lloyd DeVault (FL)
Puerto Rico	Rosa Vazquez Flores State Advisor Glorimar Marrero	Janet Villarreal (TX)
South Carolina	Angel Clark, State Advisor	Allen Seigler (GA)
South Dakota	Brock Rops, State Advisor	Candy Leopold (MN)
Tennessee	Amanda Hodges, State Advisor	Mark Burley (MI)