

APPLICATION

for Leadership Position on

HOSA's EXECUTIVE COUNCIL



HOSA Headquarters

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EXECUTIVE COUNCIL CANDIDATE PACKET

State Advisors shall receive one (1) copy of the Executive Council Candidate Packet. Local advisors should receive this information from the State Advisor. Candidates are to fill out the application on Tallo-powered by STEM Premier. They shall receive the required forms that need to be signed and uploaded from the State Advisor.

1. Chartered associations in good standing may submit only ONE candidate per office but no more than four (4) total candidates; two (2) secondary, two (2) postsecondary/collegiate division candidates. Candidates must have at least junior classification in high school and have a minimum of a 2.0 GPA on a 4-point scale. Candidates must be active members of HOSA. (Article IV, Section 3, HOSA Bylaws)
2. The HOSA Nominating Committee will review all candidate applications prior to the International Leadership Conference.
3. The HOSA Nominating Committee shall administer the officer candidate written examination at the International Leadership Conference. Candidates must pass the written examination with a score of 75% as a prerequisite to be interviewed.
4. The HOSA Nominating Committee will interview all officer candidates before the final slate is determined (see enclosed "Interview Rating Sheet"). If the number of candidates warrant, there will be two separate interview panels: one for secondary and one for postsecondary/collegiate. One panel will interview candidates who wish to serve as President-Elect.
5. Candidates will respond to questions by the HOSA Nominating Committee.
6. Travel Policies must be signed and submitted with the application on Tallo-powered by STEM Premier. **[This includes the purchase of an official HOSA uniform, if elected.]**
7. Please read the HOSA Bylaws which refer to "Officer Duties and Nominating Committee Responsibilities" (Bylaws, Article IV, Section 1-8).
8. An orientation meeting for all Executive Council candidates is scheduled on the first day of the International Leadership Conference to review nomination procedures, campaign activities and take the test. [This meeting will take place the Tuesday prior to the first day of the conference.]
9. Required items for eligibility - must be received by HOSA Headquarters' through Tallo-powered by STEM Premier no later than May 15.
 - (1) Signed Travel Policy
 - (2) Nomination Form
 - (3) Statement of Support
 - (4) Unofficial Transcript
 - (5) Requirements listed on Tallo-powered by STEM Premier that need to be included on the profile
 - (6) Black and white or color photo
 - (7) Black and white resume (one-page, front side only)
 - (8) YouTube Video Link
 - (9) Essay
10. The installation of the newly-elected HOSA Executive Council will be conducted during the Recognition Session on Friday of the International Leadership Conference.
11. YouTube Video. Create your YouTube video introduction. Tell us about YOU. Create a two-minute YouTube video to tell us who you are, your HOSA story and why you want to be an officer. Your video can be shot anywhere and can include you or others to help tell your story. The applicant may receive instruction in taping, editing, and post-production from an outside professional source, however, the work should be directed by the applicant. The video should be filmed horizontally, audio should be clear and recorded at a high-quality volume.

TALLO-POWERED BY STEM PREMIER INSTRUCTIONS

The Executive Council Application is being submitted through Tallo-powered by STEM Premier.

1. Join Tallo-powered by STEM Premier

- Go to tallo.com/hosa.
- Click the **Star Your Free Profile** button and create your account.
- Follow the instructions and input the required information. The required information includes: first/last name, email address, password, and grade level. You do **not** have to complete a 100% profile to be able to fill out the Executive Council application.

2. Search for the HOSA Executive Council Application

- Click **Opportunities** at the top of the page when you are logged in.
- Type **Executive Council** in the keyword search bar.

3. Complete the Application

- Make sure you include all of the required information on your profile.
- Upload additional documents that are required.

NOMINATION FORM FOR HOSA EXECUTIVE COUNCIL

Serving as a member of HOSA's Executive Council is a 12-month commitment to the organization. Therefore, it is vital that all members who aspire to take one of these positions are highly qualified, able, and willing to assume the responsibilities required.

Read carefully and study the statement below before submitting this form to your State Advisor. After discussing the responsibilities of a member of HOSA's Executive Council with parents, local chapter advisor and school administrators, candidates should submit this form to the State Advisor for consideration. When the State Advisor is totally convinced that the candidate will be able to carry out all responsibilities, the State Advisor will sign this form and give it to the candidate to scan and upload the information on Tallo-powered by STEM Premier.

HOSA OFFICER CANDIDATE'S STATEMENT

If elected a position on HOSA's Executive Council, I will dedicate one full year of service to the organization. I will serve my entire term of office and will promote the goals and objectives of HOSA. I will project a desirable image of HOSA at all times. I will abide by the *Travel Policies* as stated and **will purchase a HOSA official uniform from the HOSA Supply Service and have it available at 4 p.m. on Saturday, June 23, 2019.** I will be available for the HOSA Officer Training Session from Sunday, June 24, until Wednesday, June 26, 2019, in Orlando, FL and at the 2020 ILC from June 19-28, 2020, and will fulfill and complete all obligations and assignments that are given me as a member of the HOSA Executive Council.

Candidate's Signature _____

Parent's Signature _____

*This form must be signed, scanned and uploaded to the Tallo-powered by STEM Premier application.

EXECUTIVE COUNCIL TRAVEL POLICIES

1. When Executive Council members travel on behalf of HOSA, they represent all members throughout the country as well as the rest of the Executive Council. HOSA officers are expected to wear the official HOSA uniform when traveling on HOSA business and conduct themselves accordingly.
2. A HOSA Officer Travel Request Form must be completed and sent to HOSA Headquarters.
3. Based on the travel budget for the year, all officer travel must be approved by the HOSA Officer Advisor and the HOSA Headquarters.
4. Chartered associations requesting an officer to travel to their state (for a conference or speaking engagement, etc.) will assume responsibility and expenses for 50% of the officer's travel (under State Match Program) and the rest will be absorbed by HOSA.
5. HOSA officers who serve on the HOSA, Inc. Board of Directors will be reimbursed for their round-trip travel, lodging and meal expenses for official Board meetings.
6. Fees for transportation, lodging, a maximum of \$40 per day for meals, and International Leadership Conference registration fees will be absorbed by HOSA.
7. Lodging will be arranged by HOSA; unless prior permission is granted.
8. Reimbursements will be processed when the HOSA Officer Advisor receives a completed reimbursement form and attached receipts or a per diem will be forwarded.
9. HOSA has minor insurance coverage for officer travel. HOSA will not be held responsible for injuries to officers even though they are traveling on HOSA business.
10. Newly-elected officers are **required** to participate in a training session that will be conducted immediately after the International Leadership Conference. HOSA will incur all transportation, lodging and meal expenses. Failure to participate in the training will jeopardize officers' continued service. HOSA is responsible for the officers' return ticket from officer training. HOSA will either use the officer's current ticket by changing the return date or will purchase a new one-way ticket. Either way, expenses incurred for this exchange will be the responsibility of HOSA.

NOTE: Remember that simply returning home does not complete a travel assignment. Officers need to submit an OFFICER REPORT TO THE PRESIDENT and the Officer Advisor as well as follow-up "thank you" letters to those individuals and groups who made the trip possible. (Letters could include your host state or local advisor, your own state or local advisor, state or local officers, and sponsors or contributors, etc.) The officer should accept responsibility to follow up on any requests that are received on-site, e.g. student request for list of officers, etc.

As a member of HOSA's Executive Council, you are committing yourself to some required travel. When traveling on HOSA business, you will be traveling alone. [If your school has a policy stating that an advisor or parent must travel with you, the party making the request will absorb all expenses for 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.

Applicant's Signature _____ Date _____

*This form should be signed, scanned and uploaded to the Tallo-powered by STEM Premier application.

STATEMENT OF SUPPORT

I approve of my son/daughter applying for the HOSA Executive Council and, if elected, agree that he/she will be able to spend the time and have the transportation necessary to carry on the duties of the office. It is also my understanding that there may be trips where my son/daughter may be traveling alone to attend state and international meetings.

Signature of Parent of Guardian

The candidate meets the qualifications for office and I recommend him/her as an officer applicant.

Signature of Local Chapter Advisor

This school is supportive of _____ being placed as an applicant for consideration for a member of HOSA's Executive Council because he/she will fulfill the duties successfully if elected.

Signature of School Principal/Director/Dean
(*If Postsecondary/Collegiate, a school official)

*This form should be signed, scanned and uploaded to the Tallo-powered by STEM Premier application.

THE ROLE OF THE STATE ADVISOR

The applicant must submit to the HOSA State Advisor all required information in this packet for submission. The applicant is not considered to be eligible to take the test for eligibility for candidacy until HOSA receives all forms and the photograph. The deadline date for receipt is **May 15**.

The State Advisor may use any process she/he wishes to determine which applicant(s) is eligible to run for office or use whatever process has been implemented in the state. It is the State Advisor's responsibility to verify all forms, sign the application form and believes that the candidate a good representative of HOSA and to the best of his/her knowledge would fulfill the responsibilities of a member of HOSA's Executive Council.

The Chartered Association of _____ endorses this candidacy.

HOSA State Advisor's Signature _____ Date _____

*This form should be signed, scanned and uploaded to the Tallo-powered by STEM Premier application.

ILC CAMPAIGN RULES

(READ CAREFULLY)

1. **Campaign speeches cannot exceed two (2) minutes.** Visual aids or audiovisual productions are **NOT permitted.**
2. Campaigning may begin **ONLY AFTER** the slate of qualified candidates is announced by the HOSA Nominating Committee on day one of the ILC.
3. Candidates may campaign at a chartered association caucus by invitation of chartered associations. Other assigned areas for campaigning will be announced at the conference.
4. Social media and all electronic media (including e-mail, Facebook, Twitter, Instagram, etc.) announcements stating an applicant's candidacy are considered campaigning and could result in disqualification.
5. One-page (**Front Side Only**) required resume must be scanned and uploaded on Tallo-powered by STEM Premier by May 15.
6. Verbal campaigning will be permitted.
7. There will be **no** props, favors, or other campaign materials distributed during the campaign.
8. The campaign rules and regulations must be strictly adhered to at the conference. **ANY VIOLATION OF CAMPAIGN RULES WILL RESULT IN DISQUALIFICATION OF THE CANDIDATE.**

REQUIRED RESUME FORMAT

What **MUST** Be Included on Your Resume [In any order]:

- Your full name, school, state and current grade level. [Do **not** use home address or phone numbers.]
- HOSA Achievements: i.e. Offices Held [Local, State and International]
- Number of Years You Have Been in HOSA
- Other Achievements: i.e. Honors, Awards, and Offices Held in Other Organizations
- Summary Statement explaining: "Why You Want to Be A HOSA Officer"

Your **one-page** resume must include the above information but is not limited to only those topics. **It is acceptable but not required to use a photo, but the photo also must be black and white.**

The resume will be uploaded to your Tallo-powered by STEM Premier application.

The resume must be in a professional business format (not in a campaign flyer format). All resumes must be in compliance with the above guidelines to be considered as an applicant for candidacy.

REQUIRED ESSAY TOPIC AND FORMAT

Topic: What does a leader of HOSA-Future Health Professionals look like to you?

Formatting: The body of the essay should be a maximum of one page (300-500 words). The entire paper should be in Arial 12-point font and double-spaced on 8.5 x 11-inch with 1-inch margins. This document will be uploaded to your Tallo-powered by STEM Premier application.

SUGGESTED STUDY REFERENCES FOR THE WRITTEN EXAMINATION

A. KNOW THE FOLLOWING:

1. HOSA Core Values
2. HOSA Creed
3. International Conference Theme
4. Executive Council Titles
5. Duties of the Office Sought

B. REVIEW THE FOLLOWING:

1. History and Background of the Organization, HOSA Handbook, Section A, Latest Edition.
2. HOSA Bylaws (membership information, organizational structure, voting procedures)
3. Policy and Procedures Manual
4. Parliamentary Procedure — "Robert's Rules of Order, Newly Revised"
5. Current HOSA eMagazine at www.hosa.org/eMagazine

EXECUTIVE COUNCIL CANDIDATE CHECKLIST

*All items must be uploaded/included in the application and submitted no later than
May 15*

- Signed Travel Policies
- Nomination Form
- Statement of Support
- Unofficial Transcript
- Hi-Resolution Photo (300 dpo)
- Black and White Resume (one-page, front side only)
- YouTube Video Link
- Essay

Rating Sheet

This form is NOT to be completed and sent to HOSA with Officer Application. This is a sample form that will be used by the nominating committee during interviews at the ILC.

NAME OF CANDIDATE _____

INSTRUCTIONS: The Nominating Committee will rate candidates on their responses to selected questions based on the following. Candidates are graded on a 0-9 scale where 0=unacceptable, 5=adequate and 9=exceptional.

Part One-Essay Criteria

Please see the essay grading rubric on page B-11.

Stylistic Choices and Organization	0	1	2	3	4	5	6	7	8	9
Prompt/Analysis	0	1	2	3	4	5	6	7	8	9
Distinguishing Characteristics	0	1	2	3	4	5	6	7	8	9

Part Two-Interview Criteria

Please see the interview grading rubric on page B-12.

Appearance	0	1	2	3	4	5	6	7	8	9
Oral Interview	0	1	2	3	4	5	6	7	8	9
Communication Techniques	0	1	2	3	4	5	6	7	8	9

TOTAL SCORE _____

COMMENTS

Signature of Interviewer _____ **Date** _____

Essay Grading Rubric

0	1-2	3-4	5	6-7	8-9
<p>-Does not follow prompt, irrelevant to topic</p> <p>-No effort in writing</p> <p>-Barely makes reference to the task</p>	<p>Stylistic Choices and Organization</p> <p>-Very brief or obscure writing</p> <p>-Distracting errors hinders reading</p>	<p>Stylistic Choices and Organization</p> <p>-Lacks control over voice or tone</p> <p>-Simplistic sentences</p> <p>-Organizational problems</p>	<p>Stylistic Choices and Organization</p> <p>-Immature writing, style</p> <p>-No variety in sentence structure</p> <p>-Basic organization but confusing to reader</p> <p>-Organization has no larger purpose</p>	<p>Stylistic Choices and Organization</p> <p>-Demonstrates sophistication and competence in writing</p> <p>-Has strong vocabulary</p> <p>-Direction and purpose in organization</p>	<p>Stylistic Choices and Organization</p> <p>-Very focused and persuasive</p> <p>-Advanced vocabulary</p> <p>-Stylistic Flair (8), exceptional flair (9)</p> <p>-Organization and transitions guide reader</p> <p>-Quotes flow seamlessly</p>
	<p>Prompt/Analysis</p> <p>-Unclear arguments and organization</p> <p>-Little support for what argument is present</p>	<p>Prompt/Analysis</p> <p>-Argument is simplistic</p> <p>-Support is wordy, repetitious, incomplete/irrelevant</p> <p>-States argument but does not fully address</p>	<p>Prompt/Analysis</p> <p>-Simplified understanding of the prompt</p> <p>-Not a significant amount of support or large blocks of quoted texts</p>	<p>Prompt/Analysis</p> <p>-Strong understanding of prompt</p> <p>-Developed argument</p> <p>-Supports with strong arguments and references</p> <p>Quotes used as support rather than replacing applicant's writing</p> <p>-Addresses from elements of complexity</p>	<p>Prompt/Analysis</p> <p>-Very thorough analysis of prompt</p> <p>-Convincing and specific support from text</p> <p>-Ideas expressed are fully developed and insightful</p>
	<p>Distinguishing Characteristics</p> <p>-Lacks any thought or writing ability</p> <p>-Obvious errors in grammar and/or mechanics</p> <p>-Unacceptably brief</p>	<p>Distinguishing Characteristics</p> <p>-Contains many flaws (3)</p> <p>-Contains some flaws but achieves some understanding (4)</p> <p>-Ignores a part of the prompt</p> <p>-Summarizes, describes paraphrases vs. analysis</p>	<p>Distinguishing Characteristics</p> <p>-Answers prompt but without true analysis</p> <p>-Does not completely understand intent of prompt</p>	<p>Distinguishing Characteristics</p> <p>-Adequately answers prompt</p> <p>-Some sophistication</p> <p>-Free from sustained errors</p> <p>-Does not go beyond essentially understanding</p>	<p>Distinguishing Characteristics</p> <p>-Essay is clear, precise and coherent</p> <p>-Essay is especially insightful and sophisticated</p> <p>-Essay is exceptionally persuasive</p>

Interview Grading Rubric

0	1-2	3-4	5	6-7	8-9
<p>-Does not attend interview</p> <p>-No effort in answering questions</p> <p>-Barely makes reference to office seeking</p>	<p>Appearance and Poise</p> <p>-Applicant is not in HOSA Uniform or partial HOSA uniform</p> <p>-Applicant appears disheveled and unprepared</p>	<p>Appearance and Poise</p> <p>-Applicant is dressed in HOSA Uniform</p> <p>-Applicant has poor posture and mannerisms</p>	<p>Appearance and Poise</p> <p>-Applicant is dressed in HOSA Uniform</p> <p>-Applicant makes frequent eye contact and uses appropriate body language</p>	<p>Appearance and Poise</p> <p>-Applicant is dressed in HOSA Uniform</p> <p>-Applicant is mature and poised</p> <p>-Applicant maintains eye contact and uses appropriate body language</p>	<p>Appearance and Poise</p> <p>-Applicant is dressed in HOSA Uniform</p> <p>-Applicant has confident posture and mannerisms</p> <p>-Applicant has exceptional eye contact and use of body language</p>
	<p>Oral Interview</p> <p>-Unwilling to serve in a recommended position</p> <p>-Lack of enthusiasm</p> <p>-Does not respond to questions</p>	<p>Oral Interview</p> <p>-Demonstrates little or incorrect knowledge of position and HOSA</p> <p>-Responses are simplistic</p>	<p>Oral Interview</p> <p>-Simplified understanding of the office and willingness to serve</p> <p>-Not a significant knowledge of HOSA and the position</p> <p>-Simplistic responses without providing any details</p>	<p>Oral Interview</p> <p>-Strong understanding of the office and willingness to serve</p> <p>-Significant knowledge of HOSA and the position</p> <p>-Responses include thoughtful commentary</p> <p>-Shows enthusiasm</p>	<p>Oral Interview</p> <p>-Impressive understanding of the office and willingness to serve</p> <p>-Exceptional knowledge of HOSA and the position</p> <p>-Ideas expressed are fully developed and insightful</p> <p>-Shows great enthusiasm</p>
	<p>Communication Techniques</p> <p>-Obscure or hard to hear responses</p> <p>-Distracting mannerisms hinder understanding</p>	<p>Communication Techniques</p> <p>-Voice is clear and at an understandable pace</p> <p>-Appropriate use of vocabulary and grammar</p> <p>-Heavy use of filler words (um, like, etc.)</p> <p>-Applicant communicated at least 25% of the time</p>	<p>Communication Techniques</p> <p>-Voice and pronunciation is clear and precise</p> <p>-Appropriate use of vocabulary and grammar</p> <p>-Applicant makes frequent eye contact and uses appropriate body language</p> <p>-Applicant communicated at least 50% of the time</p>	<p>Communication Techniques</p> <p>-Voice and pronunciation are excellent</p> <p>-Excellent use of vocabulary and grammar</p> <p>-Applicant communicated at least 75% of the time</p>	<p>Communication Techniques</p> <p>-Voice and pronunciation are exceptional</p> <p>-Exceptional vocabulary and grammar</p> <p>-Applicant communicated at least 80% of the time and asked thoughtful follow-up questions</p>