**State Officer Candidates**

If you are looking to develop leadership skills, plan and implement Leadership Conferences; represent your state membership and have fun, then this position is for you! Nebraska HOSA is looking for qualified individuals to fill State Officer positions, which combine to form the State Executive Council.

**Requirements/Experience:**

* Active and current membership in an affiliated chapter
* Minimum of one year as a HOSA member
* Minimum grade point average of 3.0 on a 4.0 scale
* Recommended by the chapter in accordance with this application
* Members may run for office in their 9th, 10 th, and 11th grade years

## Required Meetings:

### Advisers are not required to attend each of these meetings; however, they are responsible to assist students with their travel plans.

**Required State Officer Activities**

* SOLA State Officer Training, *3 days in May - Location TBA*
* Zoom Meetings
* Attend the Fall Leadership Conference, *2 days in November - Lincoln, NE*
* Winter Planning, *3 days in December or January - Location TBA*
* State Leadership Conference, *March - Omaha, Nebraska*

## Adviser Requirements:

There are two main responsibilities as an adviser of a State Officer:

* No meetings are required of advisers of state officers.
* Support the officer and work with local school.

## Offices and Duties:

All state officers shall attend the meetings of the State Executive Council, share in program planning, assist with regional activities, attend leadership training workshops, attend the Fall Leadership

and State Conferences, and upon request of Nebraska HOSA, make visits as requested by new chapters, and serve on special committees as designated by the Nebraska HOSA State Executive Council representing the state association.

### Final assignment of officer positions will be made during the State Leadership Conference and the newly elected State Executive Council.

* **President** - The President shall preside over all business meetings of the State Association and of the State Executive Council.
* **Vice President** – The Vice Present shall assist the President in all duties and take over the President’s office in dire cases.
* **Secretary** - The Secretary shall keep accurate minutes of each State Executive Council meeting and shall also serve on the State Election Committee.
* **Vice President of Media Relations** - The Vice President of Media Relations shall coordinate all public relations activities, including the social media representation.
* **Vice President of Membership** - The Vice President of Membership shall promote HOSA membership throughout the state and encourage chapters to participate in the national and state membership program.
* **Vice President of Competitive Events** - The Vice President of Competitive Events shall promote participation in all competitive events and be knowledgeable of the events.

 **Your Responsibility To...**

### The Organization

* + Your foremost responsibility as an officer is to represent the HOSA members throughout the organization.
	+ The entire organization will be judged by other people’s impressions of you. Consequently, you must always be mindful of the image you project in appearance, speaking and manners.
	+ You are charged with the responsibility of projecting yourself as a professional student leader.
	+ You are charged with the responsibility of developing enthusiasm for Nebraska HOSA.
	+ The growth of NE HOSA during your term of office will depend on the performance of your du-ties and impression you leave with people who are interested in our activities.

### HOSA Members

* + As a state officer, you have the challenge to provide guidance, leadership and inspiration to all HOSA Members. The example which you set will affect each member’s enthusiasm, involvement and emotion toward HOSA.
	+ You must at all times exhibit the qualities of leadership that will contribute to the growth of HOSA.
	+ You will inspire leadership in direct proportion to the degree that you, as an individual, give leadership.
	+ You will instill in those you meet the desire for self-improvement and the attainment of higher goals.

### Self and Family

* + Remember you have a responsibility to yourself and your family. Keep your parents informed of what you do as a State Officer. Their support and guidance is very important to your success as an officer.
	+ In selecting your personal priorities, keep in mind that HOSA **does not** take precedence over your education. But it does take priority over other extra curricular activities and your employment.

### Other State Officers

* + The other state officers will act as a very important support group. Often, only they can relate to the problems and situations you are experiencing.
	+ If there is a problem with another officer, talk it out immediately. When rooming together, respect everyone’s space and possessions. Small problems that aren’t immediately resolved or taken care of can grow into larger problems. Speak with the State Advisor if issues can not be resolved.
	+ Respect all opinions. You are all leaders and often you will need to compromise for the good of the organization. After a decision is made, it is your responsibility to support that decision. Present a uniform front of togetherness.
	+ It is your duty to correspond with other members of your team, as to the progress you are making and as to the activities undertaken.

### Your Local Chapter

* + Because of the many Nebraska HOSA activities you will be actively involved in, you will have less time than you would like to spend on local activities.
	+ During state activities you are a member of the state team and not a member of your local chapter. This will mean missing chapter meetings and activities.

### Your Chapter Adviser

* + It is extremely important that you keep your chapter adviser informed of your activities at all times. It is suggested that you schedule a ten minute meeting with your adviser each week for the purpose of discussing your activities.
	+ Your chapter adviser’s encouragement and support is very important. Do not expect special privileges from your adviser because you are a state officer.
	+ Make sure all your school work is completed on time. If a time extension is needed, talk to your adviser.

### Nebraska HOSA

* + The NE HOSA State Advisor will be working to make your term as an officer a successful and rewarding experience for you, and will assist your efforts whenever possible.
	+ The NE HOSA State Advisor must know your capabilities as an individual to represent HOSA on any possible assignment. Keep him/her informed at all times.
	+ Send in all reports and requested information on time.
	+ Copies of all HOSA correspondence must be copied and sent to the State Advisor for approval prior to sending anything out on behalf of NE HOSA.
	+ Be on time to all meetings and activities. Give notice as soon as possible if you can not attend a meeting. Call if you will be late or your plans change.

### Your Employer

* + Request time off for HOSA activities as soon as possible.
	+ Keep employers informed of your HOSA activities. They will be supportive, if they understand what you are doing.



**Nebraska HOSA Officer Candidate Procedure**

**Round One**

Complete and submit the online **Nebraska HOSA Officer Candidate Application​**.

A selected committee will review your application. The committee will determine your eligibility to run for State HOSA Office at the HOSA State Leadership Conference.

**Round Two**

If you are selected as an Officer Candidate, you are required to complete the following tasks at the HOSA State Leadership Conference:

* Complete a written test evaluating your knowledge of HOSA
* Interview with the panel of judges
* Give a three-minute speech before the HOSA Voting Delegates

**Round Three**

Candidates acquiring the most combined points in each section (interview, written test, and speech) will be slated into the HOSA State Office. From there slated candidates are required to attend a second interview and fishbowl activity.

Elected candidates are installed as officers during the Closing Session.



**NE HOSA State Officer Study Topics For Written Examination**

**For the Written examination, know the following:**

1. The HOSA Creed
2. Current State Officer Names
3. Duties of each office (i.e. Secretary’s responsibilities)
4. Location of State and National Offices (city and state)
5. The categories of competitive events (not specific events)

**You can find all your information in the following reference materials:**

1. National HOSA Handbook, Revised Edition (available online @ www.hosa.org.)

2. Parliamentary Procedures – “Robert’s Rules of Order” 3. National HOSA Website