



## Ohio HOSA – Future Health Professionals Officer Candidate “Intent to Serve” Packet

A chapter may recommend two secondary and two post-secondary candidates for Ohio HOSA office. Only two candidates from a school can be elected/serve as a state officer during the same year. The candidates must be active members in good standing and meet the requirements for active membership during the time he or she serves as an Ohio HOSA State Officer. This means the candidate must run for an Ohio HOSA State Office as a current high school sophomore, junior, or senior. A post-secondary candidate must be enrolled in a two- or four-year college.

The purpose of the “Intent to Serve” Form is to serve as the first step to indicate the candidate’s interest to serve as an Ohio HOSA State Officer. Potential candidates should review the enclosed materials:

- Ohio HOSA State Office Candidate Interview Process
- Qualifications and Prerequisites
- Ohio HOSA State Officer Commitment Form
- Standards of Conduct and Other Guidelines Expected of Ohio HOSA State Officers
- Ohio HOSA State Officer Expenses
- 2019-2020 Tentative Dates
- Ohio HOSA State Officer Intent to Serve Form

Review the above materials with your local advisor, parents/guardians, and school administrators and gain their support **before** you submit a completed “Intent to Serve Form. **The “Intent to Serve” Form (Pages 9 and 10 attached) with signatures must be postmarked by December 23, 2018 and mailed to the Ohio HOSA State Advisor at the below address:**

**Jim Scott, State Advisor  
Ohio HOSA  
5943 Ocala Court  
Galloway, OH 43119**

Postmark by December 23, 2018

## Ohio HOSA State Officer Candidate Interview Process

Rationale: In order to provide a quality experience for all students who desire to be candidates for Ohio HOSA State Officers, the interview process was updated in December 2017.

Below is the process to be used with the election of the 2019-20 State Officer Team.

### December

- Postmarked no later than December 23, 2018 – A completed, signed “Intent to Serve” form. This packet will include mandatory meeting dates and/or events the officer must attend. Upon receipt, an email will be sent to the chapter advisor and candidate that the application has been received.

### January

- Postmarked no later than January 23, 2019 – submit a completed, signed state officer application to the State Advisor. Upon receipt, an email will be sent to the chapter advisor and candidate indicating that the application has been received.
- A color, wallet size head and shoulder photo of the candidate in Official HOSA Business dress must be submitted with the application. The photo will be used only for publication in the SLC conference book.

### February

- The interview schedule will be sent to chapter advisors and the candidates.
- Topic for candidates to write a 3 – 5-minute prepared speech about a specific theme will be sent to advisors and candidates in early February.

### March

- State Officer Interview: March 9, 2019
  - Interviews will be conducted in Columbus, Ohio. – Specific site to be determined.
  - All interested candidates must be interviewed by the committee. No exceptions.
  - The interview committee may consist of the current and/or past board members, past state officers, business and industry representatives, and the state advisor.
  - Components of the Interview Process
    - A written multiple choice test based with emphasis on parliamentary procedure, Ohio and National HOSA history will be given. Ohio history will be posted to the Ohio HOSA website and National history is posted to the National HOSA website along with the other information on the Ohio and National websites.
    - Personal interviews
    - At least one group activity interview. For example, conducting a workshop.
    - Preparing a written correspondence item. For example, a thank you note to a local chapter.

- Deliver their 3 – 5-minute prepared speech about the topic sent to them in early February.
- Late March: The scores from the interviews along with the application, and transcript will be summarized by the state advisor and a ballot will be announced on line with an email to all candidates and their advisors.

**April**

- April 9 – Candidates who made the ballot will be introduced and each will give a 3-minute speech during the General Assembly at the State Leadership Conference. The topic will be announced at the same time the ballot is released in late March.
- Voting Delegates will vote by secret ballot to determine those who are to serve as state officers.
- April 10 – During the closing session of the State Leadership Conference, the 2019-20 Ohio HOSA State Officer Team will be announced and installed.

**May**

- May 3 – Ohio HOSA State Officer meeting, Columbus area.

**Send all completed forms and applications to:**

**Mr. Jim Scott  
5943 Ocala Court  
Galloway, Ohio 43119**

## QUALIFICATIONS AND PREREQUISITES

Ohio HOSA officers are required to perform on a very vigorous and continuous basis. Therefore, it is necessary that those who aspire to become officers are highly qualified, able and willing to perform. Please read and study the enclosed materials and review the attached tentative HOSA calendar of events. **Note: there are many required events, beginning with a 1-day training meeting May 3, 2019.**

When you are fully convinced that if elected you will, without any reservations, be fully able to carry out the role and responsibility of an Ohio HOSA State Officer, then sign and return the Ohio HOSA Officer Commitment Form with your application.

### ROLE OF OHIO HOSA STATE OFFICER

Ohio HOSA State Officers assume the following major areas of responsibility:

1. The Ohio HOSA State Officers shall execute the Ohio HOSA Program of Work and shall assist the chapters in the execution of their program of work.
2. The Ohio HOSA State Officers motivate, inspire and encourage HOSA members to participate in health occupation and HOSA programs. They assist members in their advancement of health occupations knowledge and development of leadership abilities.
3. The Ohio HOSA State Officers shall maintain positive relationships with HOSA members, business and industry leaders and organizations, educational organizations, the public and others interested in the health occupations.
4. The Ohio HOSA State Officers shall project a positive image as a leader among American youth representing those qualities members and society accept as a life style role model.

## Ohio HOSA Officer Commitment Form

1. Be dedicated and committed to the total program Health Occupations and HOSA.
2. Be willing to commit the entire year to Ohio HOSA State Officer activities and consider HOSA officer activities to be my primary responsibility.
3. Be willing and able to travel in serving the Ohio HOSA, Inc. association using my personal automobile or having transportation provided by my parents and/or chapter advisor.
4. Be knowledgeable of current events in the health occupations field and of HOSA.
5. Through preparation and practice, develop myself into an effective public speaker and presenter.
6. Project a desirable image of HOSA at all times.
7. Regularly, and on time, write all letters, thank-you notes, e-mails and other correspondence that are necessary and desirable.
8. Strive to improve my ability to carry on meaningful and enjoyable conversations with all individuals.
9. Accept and search out constructive criticism and evaluation of my total performance.
10. Maintain and protect my health and abstain from any and all use and/or consumption of alcohol, tobacco and illegal substances at all times during my year of service to the HOSA.
11. Treat all HOSA members equally by not favoring one over another.
12. Conduct myself in a manner that commands respect without any display of superiority.
13. Maintain my dignity while being personable, concerned and interested in contacts with others.
14. Avoid places or activities that in any way would raise questions as to one's moral character or conduct beyond reproach.
15. Use wholesome and appropriate language in all speeches and informal conversations.
16. Maintain proper dress and good grooming for all occasions.
17. Work in harmony with fellow HOSA officers, and not knowingly engage in conversations detrimental to other HOSA members, officers and adults.
18. Be willing to take and follow instructions as directed by those responsible for Ohio HOSA State Officers and state and local HOSA programs.

## **STANDARDS OF CONDUCT AND OTHER GUIDELINES EXPECTED OF Ohio HOSA STATE OFFICERS**

All state officers should consider their term as a tremendous honor and a great educational opportunity. Because you serve as a role model for other members, you have an extra responsibility to set the best possible example. The following standards of conduct are presented to help you with this part of your duties.

### **Seven Standards of Conduct**

1. Be willing to commit the entire year to state officer activities and be willing and able to travel. Officers shall have safe, reliable transportation.
2. Be punctual and prepared for all assignments and activities.
3. To avoid places and/or activities which in any way would raise questions as to your moral character or conduct.
4. Accept suggestions, feedback, and criticism in a mature way.
5. Maintain a professional relationship at all times with other state officers, school administrators, teachers, business leaders. This means addressing adults as "Mr." or "Mrs." Or "Dr.", etc.
6. Follow accepted standards of behavior and etiquette in public places.
7. Follow the instructions given by the Ohio HOSA State Advisor.

### **Other Guidelines**

- Refrain from wreck less operation of motor vehicles or speeding.
- Plan ahead for activities, be self-reliant and resourceful.
- Keep an accurate, current schedule and calendar.
- Call any concerned parties when you must be late or cannot make an engagement.
- Keep the State Advisor informed concerning any problems you encounter.
- Maintain and protect their health.
- Serve as a member of a team always maintaining a cooperative attitude.

## **Ohio HOSA State Officer Expenses**

1. A local advisor does not need to be present at any or all meetings although they are welcome.
2. Ohio HOSA pays airfare, hotel and registration costs for the state officer to attend WLA. (Usually the WLA registration covers most if not all meals).
3. Ohio HOSA pays for hotel and meal expenses for the state officer for officer training, officer meetings, Fall Leadership Conference. Transportation is the responsibility of the officer.
4. The local chapter pays registration for FLC and SLC. Ohio HOSA pays the hotel and some meals for SLC. Transportation is the responsibility of the officer.
5. The cost of transportation, registration, and lodging for ILC is a local expenditure - the student, chapter or district incurs this expenditure.
6. Ohio HOSA also provides business cards, polo shirts, and Official dress (as needed): to include blazer, scarf/tie, dress pants, skirt. The officer must provide the appropriate white blouse/shirt and black dress shoes/pumps.
7. Officers are covered by our insurance when conducting business for Ohio HOSA. Ohio HOSA provides secondary automobile insurance.



## 2019 – 20 Ohio HOSA State Officer Dates

<b>Date</b>	<b>Activity</b>	<b>Location</b>	<b>School Days</b>
March 9, 2019	State Officer Interviews	Columbus Area	
April 9-10, 2019	State Leadership Conference and Election (Candidates must attend both days)	Columbus Convention Center, Columbus	2
May 3, 2019	State Officer Orientation Meeting	Columbus Area	1
June 18 – 23, 2019	International Leadership Conference	Orlando, FL	
July 23-25, 2019	State Officer Training Meeting	TBD	
August 17, 2019	State Officer Meeting	Columbus Area	
September 21-24, 2019 ( <i>Tentative</i> )	Washington Leadership Academy	Washington, DC	2
October 12, 2019	State Officer Meeting	Columbus Area	
November 2019 – Arrive at FLC site	State Officer Meeting – Arrive at FLC Site	TBD	½ day
November 2019 <i>Dates to be finalized</i>	Fall Leadership Conferences	TBD	1
January 18, 2020	State Officer Meeting	Columbus	
February 22, 2020	2019-20 State Officer Interviews	Columbus	
March 6, 2020	State Officer Meeting	Columbus	1
March 24 or March 30, 2020	State Officer Meeting	Columbus	½ day
March 25 – 26, 2019 or March 31 -April 1, 2020	State Leadership Conference	Columbus Convention Center, Columbus	2
May 1, 2020	2020-21 State Officer Orientation	Columbus	

Board Meeting Attendance: 1-2 officers to be determined. –

Some officers will have additional meeting and presentations which may require time out of school.

**Officer Candidate Personal Contact Information**  
**Must be mailed and postmarked by December 23, 2018**

Name: \_\_\_\_\_  
Female: \_\_\_\_\_

\_Male: \_\_\_\_\_

Chapter Name: \_\_\_\_\_

Student's Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

\_Age: \_\_\_\_\_

Current School Grade: \_\_\_\_\_

HOSA Advisor Name: \_\_\_\_\_

HOSA Advisor's Email Address: \_\_\_\_\_

**Ohio HOSA State Officer Intent to Serve Form**  
**Must be mailed and postmarked by December 23, 2018**

I have read and understood the enclosed materials. If elected as an Ohio HOSA State Officer, I will carry out my responsibilities in accordance with these statements and understand that the Ohio HOSA State Advisor can remove me from office if I do not satisfactorily follow these established standards. Furthermore, be it known that *I will miss at least 10 days of school* in order to fulfill my responsibilities as an Ohio HOSA State Officer.

**Candidate Statement**

If elected as a Ohio HOSA State Officer, I will dedicate my year to serving the organization, will serve my entire term of office, will promote the goals and objects of HOSA, will attend all mandatory meeting and events, will project a desirable image of HOSA at all times, and abide by the policies of Ohio HOSA.

Candidate Name \_\_\_\_\_

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

**Local Advisor's Statement**

It is my belief that the above named candidate will fulfill the responsibilities expected of an Ohio HOSA State Officer, and I highly recommend this applicant. I will e-mail or mail the "Advisors Recommendation Form" by January 23, 2019.

Advisor Name \_\_\_\_\_

Advisor Signature \_\_\_\_\_

**Parent Statement**

My son/daughter has our full support to serve as an Ohio HOSA State Officer and will attend all mandatory meetings and events. We further agree that we will provide transportation to/from these events if the school district does not provide such and/or the student does not have a driver's license.

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

**School Administration/Administrator Statement of Support**

Our school will support the above named candidate in the successful fulfillment of the duties of an Ohio HOSA State Officer.

Administrator Name and Title \_\_\_\_\_

Postmark by December 23, 2018

Administrator Signature \_\_\_\_\_