



Notice of State Officer Applications

Due date: November 30, 2015

Send completed applications electronically to MassAHEC HOSA State Advisor Jaime Vallejos at jaime.vallejos@umassmed.edu.

State Officer Candidate Procedures

There is no maximum of students from each school or chapter permitted to run for office. However, students will only be allowed to run for one position.

The chapter advisor will help in the submission of the applications to the MassAHEC HOSA Advisor by the deadline of November 30, 2015.

1. Students are to complete the state officer application and an agreement with the required signatures.
2. Submit your application for one of the following offices: *A description of each officer's duties and responsibilities can be found below on this document.*

President

Parliamentarian

Vice President

Historian/Reporter

Secretary/Treasurer

Member at Large

3. Students are to:
 - a. Type a two hundred-word essay on the topic: "HOSA – What it means to me and what contributions I expect to make to the state organization."
 - b. Type ten (10) ways you can collaborate with different MassAHEC Chapters that are not your own.
 - c. Identify and define five (5) parliamentary terms. (Please type.)
 - d. State and define five (5) motions as described in Roberts Rules of Order, Newly Revised Edition. (Please type.)
4. Completed application and Items 3 (a), (b), (c) and (d) are to be submitted to the MassAHEC HOSA State Advisor by the deadline.
5. All elected will be required to attend the April 2nd. MassAHEC HOSA State Leadership Conference.

2015-2016 State Officer Candidate Application

Name _____

Date of Application _____

Candidacy Position: _____

(Please Type All Information)

Grad Level _____

Chapter _____

Home Address _____

School Phone _____

City _____ State _____ Zip _____

Home Phone _____

Grade Point Average _____

E-mail _____

HOSA Offices Held (State and Local): _____

HOSA Honor or
Awards: _____

Membership in Other
Organizations: _____

Office(s) Held in Other
Organizations: _____

Other
Activities: _____

Special Skills: _____

MassAHEC HOSA Officer Candidate Agreement

Name _____ Candidacy Position: _____

Date _____

Chapter _____

- 1) HOSA State Officer Candidates must conduct themselves in a mature manner at all times. State Officers represent MassAHEC HOSA and are expected to wear proper HOSA attire at all functions.
- 2) Great care should be taken in the selection of State Officers. An officer must be neat, honest, intelligent and responsible, with a well-developed sense of right and wrong and the willingness to maintain the integrity of HOSA and their office. They must have the fortitude to carry out all obligations even when alone.
- 3) A candidate for State Office must represent MassAHEC HOSA.
- 4) If elected, the student officer candidate must exhibit professional behavior and abide by the HOSA Code of Conduct.
- 5) It is imperative that all candidates be on time for all appointments and will participate in all activities and commitments.
- 6) A MassAHEC HOSA State Officer sets an example for others. They must act in such a way as to bring credit to HOSA, the chapter and advisor that they represent. This applies to the use of alcohol and drugs; their use is strictly forbidden.
- 7) State Officers must attend all planned activities. Each Chapter advisor or (in an emergency) a qualified representative will chaperone their student (State Officer) to all activities. The state officers **MUST** attend the State Leadership Conference and necessary planning sessions as well as scheduled state officer meetings.

If you are willing to abide by the above statements and believe in the goals of HOSA, sign below indicating your agreement to conduct yourself as described above. Please secure the required signatures as indicated below.

Student Signature

Chapter Advisor

Parent/Guardian Signature
(If under age 18)

DUTIES AND RESPONSIBILITIES FOR MassAHEC HOSA STATE OFFICERS

MassAHEC HOSA State Officers

All MassAHEC HOSA state officers must attend scheduled meetings, the State Leadership Conference and planning committee meetings. Proper attire is mandatory for above mentioned meetings and conferences, however most of these will be virtual online meetings.

PRESIDENT

The President's position is one of organization and leadership. It is the president's responsibility to see that the organization meets the established goals. Listed are some duties of the president.

1. Know the group and their abilities. Involve as many members in various activities as possible.
2. Keep the organization moving in an enthusiastic manner, encouraging others to become interested.
3. Coordinate efforts by keeping in touch with all officers, members and advisors.
4. Preside over and conduct meetings according to parliamentary procedure.
5. Keep members, officers and advisors on the subject and within time limits at all meetings.
6. Represent the organization at special functions and events. The president should represent the group by speaking at various functions when requested, always portraying the thoughts of the membership, not the thoughts of the officer team.
7. Call special meetings if necessary.
8. Become the link between the state officer team, the MassAHEC HOSA State Advisor and all chapters. The President represents MassAHEC HOSA at various meetings throughout the year.
9. Assists in the preparation of the meeting agenda.
10. Submit state officer reports as necessary.
11. Complete other duties as deemed necessary by the MassAHEC HOSA State Advisor and other requested state meetings.

STATE VICE PRESIDENT

The Vice President's responsibilities are to assist the president whenever needed, be ready to take over for the president when necessary, oversee committees and provide assistance when needed. Listed are some duties of the vice president.

1. Assist with planning and executing meetings and the state conference.
2. Provide assistance to the local HOSA chapters in the state.
3. Complete other duties as deemed necessary by the MassAHEC HOSA State Advisor.
4. Submit state officer reports as necessary

POST-SECONDARY VICE PRESIDENTS

The Post-Secondary Vice Presidents' responsibilities are to keep communication open within post-secondary chapters. To keep the president and state officer team aware of HOSA activities at post-secondary level.

1. Assist in planning and executing regional activities and conferences.
2. Provide assistance to the local HOSA chapters in the state.
3. Keep open communications between regions.
4. Plan new activities.
5. Submit regional activities to the historian reporter.
6. Complete other duties as deemed necessary by the MassAHEC HOSA State Advisor.
7. Submit state officer reports as necessary.

SECRETARY/TREASURER

A Secretary/Treasurer should be aware of all chapter, organization and committee actions. Listed are some duties of recording/corresponding secretary/treasurer.

1. Prepare and submit all minutes of the meetings ten days after the scheduled meeting date to MassAHEC HOSA Advisor.
2. Prepare official correspondences for MassAHEC HOSA, including invitations, letters, thank-yous, etc.
3. Keep a notebook of all minutes and letters sent.
4. Keep an accurate record of all financial reports.
5. All letters sent to a local chapter, state department, or any other organization must be copied to the MassAHEC HOSA Advisor.

HISTORIAN/REPORTER

The Historian/Reporter has the responsibility to inform the membership about MassAHEC HOSA activities. Listed are some duties of the Historian/Reporter:

1. Submit articles/pictures to National HOSA for publication.
2. Take pictures of events during the year.
3. Prepare a state newsletter for distribution to local chapters, at least two times a year.
4. Submit state officer reports as necessary.

PARLIAMENTARIAN

It is the Parliamentarian's responsibility to keep meetings on task by using parliamentary procedure. Listed are some duties of the parliamentarian.

1. Answer questions about the correct use of parliamentary procedure.
2. Have a copy of Roberts Rules of Order, Newly Revised, at all meetings.
3. Work closely with other officers to ensure that meetings are conducted in an organized manner.
4. Protect the rights of each individual.
5. Make sure that the will of the majority is carried out and the rights of the minority are preserved.

MEMBER-AT-LARGE

It is the responsibility of the Member-at-Large to act as a voice for all members of MassAHEC HOSA. It shall also be his/her duty to serve on special committees as directed by the President. Listed are some duties of the Member-at-Large.

1. Contact chapters throughout the state to foster open communications.
2. Establish a smooth working relationship between secondary and post-secondary divisions.
3. Notify the state officer team of any problems or concerns voiced by members throughout the state.
4. Complete other duties as deemed necessary by the MassAHEC HOSA State Advisor.
5. Submit state officer reports as necessary.