

HOSA OFFICER APPLICATION

First Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age:\_\_\_\_\_\_\_\_\_ Grade:\_\_\_\_\_\_\_\_\_\_\_ Cell Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student I.D.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In order to be an officer you must be enrolled in one of the co-curricular classes provided through the Health Science program, which Health Science course(s) are you taking in 2016-17?

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Why would you like to be an officer of HOSA?

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What strengths or attributes can you offer HOSA?

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If accepted as an officer, what one specific thing would you do to make our organization stronger?

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Please list any other clubs or activities you are involved with:

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Years in HOSA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committees/Activities you have been involved with:

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Please provide specific examples of your past leadership experience or experience organizing events:

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DSHS HOSA Chapter Officer Statement of Understanding

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, has read the DSHS HOSA OFFICER

 Name of candidate

JOB DESCRIPTION/APPLICATION PACKET and wishes to apply for a HOSA Chapter Officer Position.

I recognize that the following obligations are part of an officer’s responsibilities. I plan to perform to the best of my abilities and any other duties of the office to which I may be elected. Initial each item.

\_\_\_\_ 1. Become knowledgeable about the state and national HOSA program of activities & able to discuss it with other officers and members

\_\_\_\_2. Observe standards of official dress, exemplary personal conduct, and personal grooming while representing DSHS HOSA.

\_\_\_\_3. Attend and participate in the DSHS HOSA chapter officer meeting and general meetings.

\_\_\_\_4. Attend and participate in the HOSA Fall Leadership Conference and Spring Competition (AKA: you are required to compete in a HOSA competitive event).

\_\_\_\_5. I will prepare and participate in all DSHS HOSA chapter and officer activities.

\_\_\_\_6. Carefully prepare for DSHS HOSA activities which I am involved, including competition.

\_\_\_\_7. Fulfill all responsibilities as spelled out in the Chapter Officer Job descriptions supplied with application packet.

\_\_\_\_8. DSHS HOSA office is considered a full time position of responsibility and I understand it is discouraged from holding an officer position in another club or organization.

\_\_\_\_9. I will resign my office if I am not able to meet the demands as an officer. My DSHS HOSA Advisor will have the final say in all matters pertaining to officer requirements.

 Officer Candidate Signature Print Name

In addition to this application, please create a poster board to use for recruitment to HOSA – the board should include everything you feel students need to know prior to joining our club; see www.texashosa.org and www.hosa.org for additional information.

This form and your board is due on Friday, September 23rd, 2016 –submit to Mrs. Henry (D110). After your application and board have been received, an interview will be scheduled. Once interviews take place, a vote for HOSA office will take place during the next scheduled HOSA meeting. Officer positions will be assigned based on the point total of application, interview, and HOSA member vote. Thank you for your interest.

**DUTIES OF HOSA CHAPTER OFFICERS**

President:

* Conduct meetings according to chapter bylaws and standing rules
* Take the leadership role when working with officers and members
* Develop Program of Work and coordinate activities with chapter advisor
* Keep chapter meetings and activities on task
* Appoint committees and serve as an ex-officio member

Vice President:

* Assist the president in all leadership functions
* Preside over chapter activities in the absence of the president
* Assume the duties of president should the office be vacated
* Coordinate all committee work

Secretary:

* Prepare the minutes of meetings, chapter correspondence and reports
* Help develop meeting agendas with the president
* Record the roll at all chapter meetings
* Work with the treasurer in maintaining membership data
* Read minutes and communications at chapter meetings

Treasurer:

* + Maintain efficient management and documentation of chapter funds
	+ Help collect state and national HOSA dues
	+ Keep financial records neat and accurate
	+ Assist in preparing the chapter budget

Historian:

* + Maintain a history of local HOSA chapter activities throughout the year
	+ Compile the local chapter’s Outstanding HOSA Chapter book
	+ Present the Outstanding HOSA Chapter book at Competition

Reporter:

* + Maintain written records of chapter successes and achievements
	+ Submit articles to local newspapers, state & national HOSA
	+ Coordinate the publication of chapter newsletters
	+ Submit chapter newsletter in the National HOSA Chapter Newsletter event