

HOSA Chapter Management Guide

Your guide to building and supporting a successful HOSA chapter



Table of Contents

About Michigan HOSA.....	3
Getting Started.....	4
Chapter Management & Engagement.....	5
Chapter Leadership.....	6
Chapter Meetings.....	8
Conferences & Competitive Events.....	10
Member Engagement & Chapter Activities.....	13
Fundraising & Chapter Support.....	15
Planning Calendar.....	16
HOSA Advisor Role.....	17
Frequently Asked Questions.....	18
Resources.....	19

Michigan HOSA

Future Health Professionals



Mission

The mission of HOSA is to empower HOSA Future Health Professionals to become leaders in the global health community through education, collaboration, and experience.

Purpose

The purpose of the organization is to develop leadership and technical HOSA skill competencies through a program of motivation, awareness, and recognition, which is an integral part of the Health Science or Biomedical Science Education instructional programs.

Michigan HOSA provides students with opportunities to explore healthcare careers, develop leadership skills, and connect classroom learning to real-world pathways. This guide is designed to help schools understand what a HOSA chapter can look like and how it can be started in a way that is flexible, low-pressure, and adaptable to each school environment.

There is no single “correct” way to run a chapter. Chapters can be small or large, structured or informal, and can grow over time.

Getting Started

Whether you are a student or an educator interested in HOSA, anyone can start a Michigan HOSA chapter beginning with a few key steps. Follow these steps to establish your chapter and begin providing students with opportunities for leadership development, healthcare exploration, and career preparation.

Helpful Tips

- Identify a meeting space for your chapter (such as a classroom or meeting room)
- Connect with school administration and ensure you have support for your chapter
- Establish a communication plan for sharing updates with members (email, school announcements, or a messaging platform such as GroupMe)
- Encourage members to explore HOSA beyond meetings by reviewing event guidelines and the HOSA website

1

Identify a Chapter Advisor

Advisors must be faculty members at the school or CTE program where a chapter is established. They guide the chapter, support chapter activities, and serve as the primary link between the school, students, and Michigan HOSA. If you're starting a chapter as a student, identify an educator you believe would make an excellent advisor and invite them to serve in the role.

2

Recruit Initial Members

Recruit students to join your HOSA chapter. A minimum of five committed members is required to get started. To get your chapter rolling, share the opportunities HOSA offers and encourage students interested in healthcare, leadership, and service to join. Target specific individuals whom you think, as a student or advisor looking to start your chapter, would be interested. From there, you will be able to register your new chapter.

3

Connect with Michigan HOSA

Advisors must complete the Chapter Request Form (michiganhosa.org/start-a-hosa-chapter) & MOU (michiganhosa.org/mou) to establish your chapter. Once approved, your advisor will receive chapter information and access to the online affiliation system.



4

Recruit More Members and Build Your Chapter

After approval, continue recruiting members and begin building your HOSA chapter. You can host an introductory meeting designed for prospective members to promote HOSA's leadership, healthcare exploration, and competitive event opportunities. Spread the word and get your HOSA chapter rolling!

5

Prepare for a Successful Year

Plan for the year ahead by establishing chapter leadership, creating a program of work, selecting competitive events, and preparing members for competition. Be sure to collect membership dues before your advisor affiliates students.

The Member Development Program

There is a lot to know about HOSA. For new students, HOSA Future Health Professionals offers a Member Development Series covering the top 10 things new members should know about HOSA. When starting your chapter, watch and share this video series with your members to help them understand the resources available, the opportunities HOSA offers, and feel a little more prepared to get started!



The Advisor Development Program

The same goes for advisors! HOSA Future Health Professionals offers an Advisor Development Program to help advisors better understand HOSA and feel more prepared to support their chapters. Scan the QR code to the right to access the Advisor Development Program, also offered by the Michigan Health Council.



Chapter Management & Engagement



Successful HOSA chapters are built through strong leadership, member engagement, and meaningful experiences. Explore resources and ideas below to help your chapter stay organized, involve members, and create opportunities throughout the year.

Areas To Explore

Chapter Leadership

- Explore officer roles, responsibilities, and ways to support student leadership.

Chapter Meetings

- Find ideas for planning meetings, engaging members, and keeping your chapter connected.

Conferences & Competitive Events

- Explore competitive events, prepare members for competition, and learn about HOSA conferences and opportunities to showcase their skills.

Member Engagement & Chapter Activities

- Discover ideas for healthcare exploration, service projects, leadership development, and chapter activities.

Fundraising & Chapter Support

- Learn about fundraising, partnerships, and other ways to support chapter goals.

Chapter Leadership

Chapter leadership gives members opportunities to build valuable skills while supporting the success of their chapter. For the students themselves, chapter leaders can serve as role models who encourage others to get involved in HOSA, challenge themselves, and give it their all to succeed.

Electing Chapter Officers

Officer positions provide structure by dividing responsibilities among chapter leaders. Chapters should select positions and clearly define their duties based on the chapter's size, priorities, and needs.

Traditional Roles

The HOSA Handbook discusses a number of traditional roles that a student leadership board can adopt. To learn more about these suggested roles and how to delegate responsibilities, look at the table below and scan this QR code for more information.



President	Leads chapter activities, works with officers and the advisor, and helps guide chapter goals
Vice President	Supports the president, helps coordinate activities, and assists with chapter operations
Secretary	Maintains meeting records, chapter documents, and important communications
Treasurer	Helps manage chapter finances, fundraising efforts, and membership dues
Historian	Documents chapter activities and accomplishments throughout the year
Reporter	Promotes chapter activities and shares chapter news and updates

Contemporary Roles

While the above roles are recommended by the HOSA Handbook and HOSA FHP, chapters may create additional officer roles or mix certain suggested roles based on their needs and member interests. Smaller chapters may combine responsibilities across multiple roles, while larger chapters may add positions to provide more leadership opportunities. Take a look below to see some suggested contemporary titles and roles.

Contemporary Roles Examples

Director of Marketing and/or Communications	Social media is more important now than it has ever been. High school clubs can find it very beneficial to market themselves through their own social media accounts to encourage students to join and keep current members updated on important events and dates. Social media can also be used to promote businesses that sponsor your club, especially when they receive advertising through your club's accounts. With this in mind, having a student leader focused on maintaining a club's social media and public presence can be a vital part of a successful chapter.
Director of Health Science/Professions Events	Events can be difficult to succeed in. Chapters should provide ample opportunities for students to practice their events and receive feedback on how they can improve and succeed. Having a student leader who is well-versed in testing events and/or skills events can help organize practice sessions and serve as a first point of contact for students who need help. This can streamline communication for students on the competitive side and ensure that your student leadership team is able to provide efficient support.
Director of Teamwork/Leadership Events	In the same sense as how the Director of Health Science/Professions Events aids students, this leadership role can offer a streamlined form of communication and help for students in leadership and teamwork events that are more focused on prepared presentations as opposed to on the spot thinking or skills memorization.
Director of Community Service & Chapter Engagement	A good HOSA chapter doesn't just focus on competition. It also gives back to the community and creates opportunities for members to build connections within their chapter. This leadership position focuses on seeking out, planning, and organizing community service projects and chapter bonding activities.

Chapter Meetings

Chapter meetings provide opportunities for members to stay informed, participate in HOSA activities, and build connections within the chapter. A consistent meeting schedule and engaging activities help keep members involved throughout the year.

Planning Chapter Meetings

Chapters should establish a meeting schedule that works best for their members and school. Meetings may be held weekly, biweekly, or monthly depending on chapter goals and activities. Planning a consistent schedule, creating an agenda, and providing opportunities for members to participate can help keep members informed and engaged throughout the year.

Ideas to Share During Meetings

- HOSA updates and announcements
- Upcoming deadlines and events
- Competitive event updates and preparation
- Healthcare career exploration activities
- Community service planning and events
- Member activities and team-building opportunities



Tips for Successful Meetings

- Create an agenda before each meeting.
- Maintain a public chapter calendar including meetings and event dates to keep members updated.
- Give members opportunities to lead meetings and activities.
- Keep members involved through hands-on activities and discussions.
- Collect feedback to improve future meetings.
- Maintain attendance through regular reminders that meetings are coming up.



Scan the QR code or [click here](#) to view sample meeting agendas.

Chapter Meeting Ideas

New Member Introduction Meeting

Introduce HOSA, membership benefits, chapter expectations, and upcoming opportunities. This is a chance to encourage prospective members to join!

Competitive Event Selection Meeting

Review events, help members choose competitions, and discuss preparation. Ensure students understand event guidelines, requirements, and required materials before committing to an event.

Healthcare Career Exploration Meeting

Invite healthcare professionals to speak or host career-focused activities. Start with people you know, then reach out to local healthcare organizations for additional speakers.

Conference Preparation Meeting

Hold before the Regional, State, or International Conferences. Review schedules, expectations, transportation, event preparation tips, and packing lists.

Community Service Meeting

Plan service projects and chapter outreach activities. Members can vote on a service project and sign up for participation or time slots.

HOSA Game Night

Engage members with healthcare-themed games, and activities. Use them to break up meetings or as a meeting idea on their own. Consider prizes to boost participation.

Mock Competition Practice Meeting

Host mock competitions for presentations, skills events, and test events. Use chapter leaders, advisors, teachers, or professionals as mock judges to simulate competition.

College & Healthcare Exploration Meeting

Introduce members to educational pathways, training programs, and opportunities after high school to help them understand the many ways to enter a healthcare field.

End-of-Year Celebration

Recognize member accomplishments and reflect on the year. Throw a party, give out chapter awards, allow students to speak, and more!



Conferences & Competitive Events

HOSA conferences provide members with opportunities to showcase their skills, participate in competitive events, develop leadership abilities, and connect with other HOSA members. Planning ahead helps ensure members are prepared to make the most of their conference experience.

HOSA Conference Opportunities

Michigan HOSA hosts regional and state conferences, as well as a middle school state leadership conference. Members also have the opportunity to attend the HOSA International Leadership Conference. These conferences provide valuable networking, skill-building, and career exploration opportunities, allowing members to connect with healthcare professionals and education program representatives while developing skills through competitive events.

Regional Leadership Conferences (RLC)

Brings together members from within a specific region to compete, participate in HOSA activities, and connect with other chapters. Qualifying competitors advance to SLC!

State Leadership Conference (SLC)

Brings together qualifying members from across Michigan to compete, attend educational sessions, participate in leadership activities, and connect with other chapters. Qualifying competitors advance to ILC!

International Leadership Conference (ILC)

Brings together qualifying members from around the world to compete, participate in leadership and educational activities, and represent Michigan HOSA internationally.

Middle School State Leadership Conference

All Michigan middle school HOSA chapters participate in the Middle School State Leadership Conference, which brings members together for competition, networking, healthcare education activities, and hands-on skill development. Students have opportunities to strengthen leadership and speaking skills while competing for a chance to advance to ILC. Middle school chapters do not participate in regional conferences.

Selecting Competitive Events

HOSA's competitive events program provides members with opportunities to explore healthcare careers, develop new skills, and apply their knowledge through hands-on experiences. Choosing events that align with member interests and goals can help create a meaningful and rewarding HOSA experience.

Event Selection Chapter Meeting

Consider hosting an event selection meeting to review options, discuss requirements, and help members determine which events are the best fit. Encourage members to explore the different competitive event categories and select events that match their interests, strengths, and career goals.

Preparing for Competitive Events

Once events are selected, encourage members to begin preparing early. A good way to do this is by having each student create a personalized preparation timeline with weekly goals leading up to competition. Start by reviewing the official competitive event guidelines to understand event rules, required materials, judging criteria, and more. Ensure members have gathered all required materials before competition begins. Encourage members to use both the official event resources and textbooks, as well as supplemental materials like Quizlets, practice tests, YouTube demonstrations, and the many study guides available online.

Things to Consider When Selecting Events



Interests

What healthcare areas or skills are members interested in exploring?



Event format

Does the member prefer testing, hands-on skills, presentations, teamwork, etc.?



Event Guidelines

Review event guidelines, deadlines, and required materials before making a selection.



Goals

Choose events that provide opportunities for members to learn, grow, and challenge themselves.



Scan the QR code or [click here](#) to access useful tools and resources for competitive events.

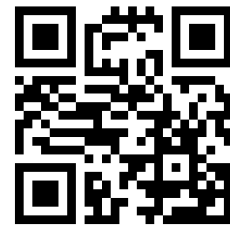
Conference & Competitive Event Resources

The Michigan HOSA and National HOSA websites include various resources to help with conference and event preparation.

- [Regional Leadership Conference Information](#)
- [State Leadership Conference Information](#)
- [International Leadership Conference Information](#)
- [Middle School Leadership Conference Information](#)
- [Competitive Event Guidelines](#)
- [General Rules & Regulations](#)
- [Competitive Event Useful Tools](#)
- [Sample Event Submissions](#)



Scan the QR code or [click here](#) to visit Michigan HOSA's official website



Scan the QR code or [click here](#) to visit National HOSA's official website

Tips for Preparing for Conferences

- Review conference registration deadlines and requirements.
- Remind members that they are responsible for completing required digital submissions by the deadline established for each conference. Ensure they check their email and current conference information for submission links and instructions.
- Review conference schedules and expectations as a chapter before competition.
- Discuss professional behavior and HOSA dress expectations.
- Plan transportation, lodging, and other logistics as needed.
- Encourage students to participate in educational sessions and leadership opportunities to get the most out of the conference.
- If you are a new chapter, connect with experienced chapters in your area for advice on preparing for your first conference.



Member Engagement & Chapter Activities

Creating meaningful experiences helps members stay involved and get the most out of their HOSA experience. Chapters can engage members through leadership opportunities, healthcare exploration, service projects, and other activities that support chapter goals.

Developing a Chapter Plan

A Program of Work helps chapters identify goals, organize activities, and create a plan for the year. Involve chapter officers and members in the planning process to ensure activities reflect member interests, community needs, and HOSA's mission.

Begin by identifying your chapter's priorities. Then, select activities, assign responsibilities, establish timelines, and determine the resources needed for each goal. Review the Program of Work throughout the year to celebrate progress and make adjustments when needed.

A well-developed Program of Work can include:

- Membership and chapter engagement
- Leadership development
- Healthcare career exploration
- Community service
- Fundraising
- Competitive event preparation
- Chapter communications and recognition



Scan the QR code or [click here](#) to view a sample program of work.

Chapter Activity Ideas

Community Service

- Organize a blood drive
- Assemble care packages for patients
- Collect supplies for a local shelter
- Volunteer at a food bank
- Host a winter clothing drive
- Create cards for hospital or nursing home residents
- Support a local health-related nonprofit
- Participate in a community cleanup

Leadership and Team Building

- Hold a chapter retreat
- Plan team-building games
- Pair new members with chapter mentors
- Practice public speaking
- Create student-led committees
- Hold leadership workshops
- Invite alumni to share their HOSA experiences

Health Education

- Create a school wellness campaign
- Host a mental health awareness activity
- Share nutrition, sleep, or stress-management tips
- Create health education posters or social media content
- Recognize public health observances

HOSA is about more than competition! Build connections, explore healthcare careers, serve your community, develop leadership skills, and create memorable experiences through chapter activities.

Chapter Socials

- Host a welcome event for new members
- Plan a movie or game night
- Hold a chapter picnic
- Organize a holiday celebration
- Host a healthcare-themed escape room
- Celebrate graduating members
- Hold an end-of-year awards event

Healthcare Career Exploration

- Invite a healthcare professional to speak
- Tour a hospital, college, or training facility
- Coordinate job-shadowing opportunities
- Host a college and career preparation night
- Interview healthcare professionals for chapter spotlights

Tips For Increasing Member Engagement

- Create a welcoming environment where members feel comfortable sharing ideas.
- Give members ownership by involving them in planning and decision-making.
- Keep members informed about upcoming events and opportunities.
- Ask members which activities and opportunities interest them.
- Provide meaningful ways for every member to participate.
- Recognize member accomplishments and contributions.

Fundraising & Chapter Support

Fundraising can be used to help support chapter activities, member experiences, and the purchase of event materials and study resources. Developing a plan for fundraising and chapter finances can help ensure your chapter has the resources needed to accomplish its goals.

Planning Chapter Fundraisers

Before starting a fundraiser, chapters should identify their goals, determine what activities they want to support, and create a plan with chapter officers and members. Consider fundraising activities that align with your school's policies and chapter needs.

- Set a clear goal and determine how the funds raised will be used, such as supporting conference attendance, funding transportation, or purchasing study materials.
 - Sharing a specific purpose and goal helps donors understand the impact of their contribution.
- Create a plan that assigns responsibilities and establishes timelines for the event.
- Follow school guidelines and complete any required approval processes.
- Track finances and maintain accurate records of expenses and funds raised during and after the event.

Fundraising Ideas

- Host a bake sale
- Sell chapter apparel
- Organize a restaurant fundraiser
- Hold a trivia or bingo night
- Create a healthcare-themed spirit week
- Offer care packages
- Organize a raffle
- Offer concession services
- Host a movie night
- Host a fun run or walk
- Reach out to local organizations for support



Scan the QR code or [click here](#) to view the HOSA Fundraising Handbook.

Tips for Building Chapter Support

Build relationships with local healthcare organizations, community partners, and businesses to create opportunities for sponsorships, guest speakers, service projects, and career exploration. If an organization has supported your chapter in the past, reconnect with them to build a lasting partnership that benefits future members. Ask chapter members if they have personal connections with organizations in your community that could help you make an introduction.

Planning Calendar

Use this sample calendar as a guide for staying involved, preparing for events, and making the most of your HOSA experience. Check the Michigan HOSA calendar and communicate with your chapter regularly for specific dates and deadlines.

July

- Set goals for the upcoming year.
- Brainstorm chapter activities.

August/September

- Complete membership requirements and submit dues.
- Explore competitive events and review current guidelines.
- Consider running for the State Officer Team
- Help plan leadership activities, service projects, and fundraisers.

October/November

- Finalize your competitive event selection.
- Create a preparation plan and begin practicing.
- Participate in fall opportunities and chapter activities.
- Celebrate HOSA Week in November.
- Prepare for and attend assigned Regional Conference.

December/January

- Prepare for and attend assigned Regional Conference.
- Review regional results and next steps with your chapter.
- If eligible, begin preparing for the State Leadership Conference.

February/March

- Prepare for the State Leadership Conference, if participating.
- Collect dues and organize transportation and lodging for the State Leadership Conference
- Review event guidelines, deadlines, and conference expectations.
- If eligible, learn about advancement to the International Leadership Conference.

April

- Attend SLC
- After SLC results, confirm how many students will be attending ILC.
- Begin planning logistics for ILC.
- Thank chapter supporters, mentors, volunteers, and sponsors, with the season almost up.

May/June

- Prepare for and attend the International Leadership Conference, if eligible.
- Celebrate member and chapter achievements.
- Participate in officer transitions and leadership training for chapter boards.
- Help your chapter prepare for the upcoming year.
- Encourage graduating members to remain connected through HOSA Alumni.

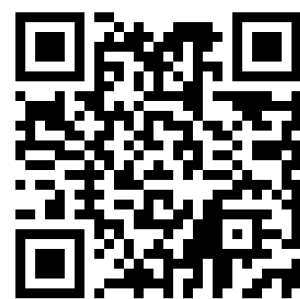
HOSA Advisor Role

HOSA advisors oversee the chapter's operations while giving students the support they need to lead it. Advisors help students organize meetings and activities, communicate with members and school administration, meet school requirements, and connect with healthcare-related opportunities. They also coordinate conference registration, transportation, lodging, and permission forms for competition, making them vital to a successful HOSA chapter. Advisors provide guidance when needed while allowing students to make decisions, lead activities, and manage the chapter.

Advisor Responsibilities

- Serve as the connection between the chapter, school, and Michigan HOSA.
- Support students in planning and leading chapter activities.
- Ensure chapter activities align with school and HOSA expectations.
- Assist students with conference preparation and participation.
- Stay informed about HOSA updates, deadlines, and opportunities.
- Collect dues, register students, book lodging, and plan transportation for competition.
- Advisors are required to read and sign the HOSA Advisor Memorandum of Understanding (linked to the right) and assist with events at conferences.

Memorandum of Understanding



Tips for Advisors

- Encourage officers to take ownership of chapter responsibilities.
- Allow members to lead meetings, activities, and projects whenever possible.
- Offer guidance while supporting student ideas and decision-making.
- Communicate expectations, deadlines, and important information clearly.
- Create opportunities for every member to participate and contribute.
- Recognize and celebrate member growth, accomplishments, and contributions.
- Stay connected with Michigan HOSA to keep up with important updates, deadlines, resources, and opportunities.



Scan the QR code or [click here](#) to access advisor resources, including the Michigan HOSA advisor guide.

Frequently Asked Questions

Who can join HOSA?

HOSA is open to middle school, high school, and postsecondary students interested in healthcare, leadership, service, competition, and professional development. Students must join through a school-based chapter.

Does my chapter need an advisor?

Yes. Every chapter must have a school-approved advisor. Chapters should be student-led, while advisors provide guidance and help coordinate registration, payments, travel, and communication.

How do I become a HOSA member?

Talk with your chapter advisor. Your advisor will affiliate you through the HOSA Conference Management System.

Does it cost money to join HOSA?

Membership and conference fees may apply. Chapters may also need to plan for expenses such as transportation, lodging, meals, and event supplies. Check with your advisor for current costs.

Can I cancel my membership?

HOSA membership fees are nonrefundable once affiliation is submitted. Membership is valid for one school year and does not renew automatically.

How do I register for a conference?

Conference registration is coordinated through your local chapter. Talk with your advisor about eligibility, deadlines, costs, and required forms.

Can I attend a different Regional Leadership Conference?

No. Members must participate in the conference assigned to their Michigan HOSA region.

Can I compete in more than one event?

Michigan HOSA members may compete in one competitive event. At the State Leadership Conference, members may also be eligible to participate in a Recognition Event.

Where can I find the rules for my competitive event?

Review the current HOSA Competitive Event Guidelines and the Michigan HOSA Event Modifications. Read both carefully because Michigan's regional and state procedures may differ from the international guidelines.

How many members can be on a team?

Team sizes vary by event. Your team must meet the minimum and maximum number listed in the event guidelines.

How do competitors advance to the State Leadership Conference?

Top competitors from each Regional Leadership Conference advance to the State Leadership Conference. The number of qualifiers may vary each year based on participation.

How do competitors qualify for ILC?

Michigan's top three medalists in each competitive event are the first members eligible to attend ILC. If they cannot participate, eligibility may move to the next qualifying competitors.

Will I know which skills I need to perform?

Skill-selection procedures vary by conference level. Competitors should prepare using the complete event guidelines and review current Michigan HOSA event modifications and conference updates for additional instructions.

Resources

- [Michigan HOSA Website](#)
- [National HOSA Website](#)
- [Regional Leadership Conference](#)
- [State Leadership Conference](#)
- [Middle School Leadership Conference](#)
- [Student Resources](#)
- [Advisor Resources](#)
- [New Chapter Resources](#)
- [Useful Chapter Resources](#)
- [General Rules and Regulations](#)
- [Event Guidelines](#)
- [Competitive Event Useful Tools](#)

This resource is just the beginning. As you build and grow your Michigan HOSA chapter, remember that you are part of a community committed to helping you succeed. Explore opportunities, connect with others, try new things, and don't be afraid to ask for help along the way. Every chapter is different, and there's no single right way to build a successful HOSA chapter. We're excited to see what you and your chapter accomplish this year!

