



Michigan HOSA- Future Health Professionals

**STATE OFFICER HANDBOOK**

## INTRODUCTION

*CONGRATULATIONS! You have been selected by your fellow members to represent the Michigan Association of HOSA- Future Health Professionals. In accepting a position on the State Executive Council, you have agreed to assume additional responsibility. We are looking forward to working with this team.*

*Michigan HOSA State Officers are a critical component to the success of our organization. State officers help to plan and facilitate Michigan HOSA conferences. Serving as a state officer is a wonderful opportunity to work on a team of driven individuals all striving for the same goal; to serve our members and improve Michigan HOSA.*

*The honor you have received carries an obligation for the future of the health education students in Michigan. Your teachers, chapter, school, community, and parents share in your joy and obligations. Remember these valuable resources as you map your course for the coming year.*

*Remember, you are a Michigan HOSA state officer, representing the organization. Therefore, what you say, the way you act, and the course you choose will not only affect you, but the total organization.*

*Best wishes for a successful year in Michigan HOSA!*

*Mark & Sam*

## **RESPONSIBILITIES OF STATE OFFICERS**

### **To the organization . . .**

Your greatest responsibility as a HOSA state officer is to represent the thousands of members throughout our state. Therefore, first impressions are very important. Often you will be the only HOSA member that a business or education leader will have the opportunity to meet. Therefore, often our entire organization will be judged by others' impression of you. Consequently, you must always be mindful of the image you project.

### **To members of HOSA . . .**

As a HOSA state officer, you have the challenge of providing guidance, leadership, and inspiration to Michigan HOSA members. Remember that they look up to you and the example that you set will affect their enthusiasm, involvement, and emotions towards HOSA. You must exhibit the qualities of leadership that will contribute to the growth of the organization and its members.

### **To your fellow state officers . . .**

There will be many opportunities throughout the year where your team will be traveling, lodging and working together in fast-paced, high stress situations. This means teamwork on the part of the HOSA state officers is not only important, but also necessary.

### **To Michigan Association functions . . .**

State Officer Training: The state officers with state staff will meet one time before the start of the conference season for training and planning sessions. The HOSA State Office will pay for lodging directly and all of the meals. It is very important for each officer to attend all sessions of the meeting.

State Leadership Conference: Each officer will be responsible for planning, promoting, and executing the state leadership conference. Responsibilities will be divided during pre-conference planning. Each officer must be present for the pre-planning and all general sessions of the state leadership conference. The HOSA State Office will cover lodging expenses and all meals directly.

As a state officer, it is extremely important to realize that you will be called upon to exhibit far greater qualities of leadership at the state leadership conference than at any other times during your term of office.

Regional Leadership Conferences: Michigan HOSA hosts nine regional conferences. It is not mandatory for each officer to attend all nine, but we ask that you plan to attend at least two. It

is important that at least two members be present at a conference (the U.P. conference may vary).

There are many different jobs state officers will perform at a regional conference, and not every conference is the same. Therefore, it is important to be flexible and willing to serve in many different capacities.

## **GROWTH - ATTITUDE**

### **Officer growth:**

- In this position, you will often carry the “burden of conversation.” Be prepared to start conversations with members and advisors who you will meet throughout the year.
- Be inquisitive. Question the people you come in contact with. Learn something new from each of them. Get interested in them, their life, their interests, their family, and their work. Ask questions both to individuals and groups. Get in, speak up, think, plan questions, and try to learn.

### **Officer attitude and mode of life:**

- Make sure your clothes are neat and that you are well groomed. If you have a question about the dress code, please ask before the event.
- Speak positively about others at all times. If you have a question or concern, go directly to the person involved and do so immediately.
- Always look for ways to involve others. Make other members feel involved and important.
- Deal with problems constructively and realistically but don't let problems or the talk of problems water down your spirit and desire to constantly portray an optimistic, progressive, and inspired attitude.
- Be personally and sincerely interested in each individual you meet. Become a part of their life by delving into their interests, their aspirations, their goals, and their challenges. Don't talk about yourself. Find something good about them and emphasize it. It will help build confidence in the individual if you are sincere and realistic.
- Accept constructive criticism as a means of self-improvement.
- Understand that you will be expected to miss time away from work, school, and home throughout the entire term of office. The HOSA State Office will try to be flexible; however, you will be responsible for speaking with teachers/professors, parents, and employers when activities warrant it.

## STATE EXECUTIVE COUNCIL CODE OF ETHICS & SOCIAL MEDIA POLICY

As a state executive council member of HOSA- Future Health Professionals- Michigan Association, I understand and agree to the code of ethics:

1. To refrain from smoking in public places while representing the organization (either in or out of uniform)
2. To refrain from drinking alcoholic beverages (beer, wine, and/or liquor)
3. To refrain from using illegal drugs of any kind
4. To be willing to take and follow instructions and complete all tasks as directed by those responsible for them
5. To serve as a member of the officer team by always maintaining a cooperative attitude
6. To use wholesome language in all speeches and informal conversations
7. To maintain proper dress and good grooming in all occasions based on the Michigan HOSA dress code
8. To maintain dignity while being responsible, concerned, and interested in fellow members
9. To be prompt at all meetings and assignments
10. To avoid participation in and actively discourage any conversations which belittle or downgrade fellow members, officers, and/or adults
11. To treat all members equally and behave in a manner which conveys and commands respect without any air of superiority
12. To **communicate . . . COMMUNICATE . . . COMMUNICATE!!!**
13. To adhere to the following social media policy:

*By virtue of my State Executive Council position, I understand that members, advisors, and other individuals whom I may or may not know or approve may see my online activity. Accordingly, I will represent my organization, state, and school with respect. This means that for my term of office, any content I post using online services such as e-mail, Facebook, Twitter, Instagram, or other sites will adhere to the high standards of respect and professionalism of our organization. I agree to add the designated Michigan HOSA staff member(s) as a "friend" on Facebook, Twitter, Instagram, and other social networking sites for the duration of my term of office.*

*If I am in violation of this policy by posting inappropriate material, depending upon the severity of the material that is posted, I understand that such action may result in immediate removal from office. Furthermore, if I receive a request from a Michigan HOSA staff member to remove said material and it is not removed as requested within two business days, I will be placed on probation or removed from my state officer position. If I am placed on probation, I understand that this will be considered a final warning and any other violations will result in immediate removal from office. I also understand that my actions will also be subject to any consequences from my advisor or school.*

I further understand that violation of the above mentioned code of ethics may result in immediate termination of my officer position per the state director and the Michigan Association will declare my office vacant.

## **POLICIES AND PROCEDURES**

- State officers are directly responsible to the state director and state staff. Regional advisors may also work closely with the officer on activities and assignments on the regional level.
- If it is not possible for you to fulfill an assignment, please notify the state director and state officer coordinator immediately. Remember that others are depending on you. Be sure to notify the HOSA State Office if you will be unable to meet the deadline.
- Your education takes precedence over assigned activities. If you have conflicts because of school, please contact the state director immediately after becoming aware of the conflict.
- Michigan HOSA will pay for all lodging and meals for conferences. Officers will not need to pay for anything except if they choose to purchase something on their own. If individuals drive to a conference location, mileage will not be reimbursed. Any other miscellaneous expenses that require reimbursement (with approval of HOSA staff), please turn in a receipt.
- Please review your family commitments or “future” family commitments that may possibly conflict with your state executive council responsibilities.
- Please note that any issues relating to the ethics and morals of an individual’s personal life (stealing, plagiarism, violation of local, state, and federal laws, etc.) may be evaluated and can serve as grounds for termination.
- Punctuality is very important. If you have an appointment, plan to arrive before the appointed time. Being on time means being at least 10 minutes early. Please communicate if you will be late.

## **DRESS CODE**

State officers must wear the HOSA Official Uniform at all conferences. The official uniform includes:

- Navy blazer with HOSA emblem affixed over the heart
- Matching navy slacks or navy knee-length skirt
- White, closed-neck, dress shirt suitable for tie or scarf
- Maroon HOSA scarf or long tie
- Closed-toe blue or black shoes (hose optional)

Please note officers will be on their feet and walking a lot during conferences. Therefore, please wear appropriate, COMFORTABLE shoes for events.

During travel or pre-conference times, Michigan HOSA will inform the officers ahead of time on what to wear. For example, if jeans and a HOSA t-shirt are appropriate, the HOSA polo and pull-over with slacks, etc. Always keep in mind that you are representing the organization. Leggings and yoga pants are not to be worn as “pants.” If you question what you are wearing at all, best not to wear it.