

MI HOSA Sample Meeting Agendas

Introduction Meetings

NOTE: For this section we can provide guidance on how the beginning of the year can look in terms of introducing boards, informing on dues/costs early in the year, collecting dues, signing members up for clubs etc. especially for newer/smaller chapters

Agenda 1: Introduction Meeting

This will be your first official chapter meeting of the year! You will welcome members, introduce the leadership team, and build excitement for the year ahead. Many students may be completely new to HOSA, so this is your opportunity to showcase what makes your chapter fun, unique, and worth joining.

Agenda Items:

1. Call to Order & Welcome
 - a. President/Advisor opens meeting
2. Officer Team Introductions
 - a. Each officer introduces themselves, their role, and shares one favorite HOSA memory or reason they joined
3. Introduction to HOSA
 - a. Use a slideshow, visuals, or handouts to cover:
 - i. What HOSA is and what it stands for.
 - ii. Competitive events (types, examples, opportunities).
 1. Find events and guidelines here: <https://hosa.org/guidelines/>
 - iii. Competition dates and locations.
 - iv. Benefits of membership: competitions, leadership, networking, scholarships, service, and fun experiences.
 - v. Highlight your chapter's personality: traditions, socials, trips, or special opportunities.
 1. While it's important to explain what HOSA is, frame it around what your chapter does and why being part of your team is something students won't want to miss!
4. Membership & Dues
 - a. Review dues amount and deadlines.
 - b. Explain how to officially register (paper form, Google form, etc.)
 - i. **Note** you can find a sample member application at <https://hosa.org/wp-content/uploads/2021/01/2.-Sample-Member-Application-A.pdf>
 - c. Encourage early sign-ups so no one misses deadlines.

1. Set chapter deadlines a bit earlier than the official HOSA due dates to avoid late submissions
5. Event Exploration
 - a. Encourage students to begin looking at potential events.
 - b. Provide a method for members to officially select the event they would like to compete in
 - i. Paper, Google Form, Etc
 - ii. Note that many students will not have their event chosen at the first meeting
6. Communication & Connection
 - a. Share your chapter's communication platforms (Google Classroom, Remind, GroupMe, social media, etc.)
 - b. Encourage members to connect so they don't miss updates
7. Q&A + Closing
 - a. Answer any questions new members have
 - b. Encourage members to come back