

2016-2017 MI HOSA

Chapter Officer Candidate Application

Name _____ Cell Phone: _____

Home Phone Number _____ Home School: _____

Home Address _____

City _____ Zip _____

Email Address _____ Date of Birth _____

Please check the position that you wish to run for.

President _____

Vice President _____

Reporter _____

Historian _____

Treasurer _____

Parliamentarian _____

Secretary _____

Cumulative GPA _____ Grade _____

(Base grade point average 4.0=A, 3.0=B, 2.0=C, 1.0=D)

1. Please describe your work experience and career interests.

2. Please describe participation and leadership in any other school, community, social, or church related activities or organizations.

3. Why do you want to be a Chapter Officer?

4. Please describe your best personal characteristic(s).

5. Generally, what do you feel is the major role of a HOSA Chapter Officer?

6. In addition to being a HOSA Chapter Officer, what other activities do you plan on being involved in?

Statement of Support

_____ wishes to apply to run for a HOSA Chapter Officer.
Name of Candidate

The candidate's success is closely related to the support he or she receives from his or her family, chapter and school officials. Please indicate your approval and support of him/her pursuing the goal to be an effective state officer.

"I am in support of this candidate becoming an elected chapter officer of HOSA. I will do whatever I can to support and encourage him/her. To the best of my knowledge, all information provided in the application is up-to-date and correct."

Signature of Parent(s) or Guardian

Date

Signature of Chapter Advisor

Date

Acceptance of Candidate's Acceptance of Responsibility

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

- _____ 1. To become knowledgeable about the state and national HOSA program of activities, and to be able to discuss it with other chapter officers and members.
- _____ 2. Observe standards of official dress, exemplary personal conduct, and personal grooming while representing HOSA.
- _____ 3. Full attendance and participation in the meetings of the HOSA chapter officers. I will resign my office if I am unable to attend required events.
- _____ 4. Careful preparations for fulfilling responsibilities for HOSA activities in which I am involved.
- _____ 5. Responsible and timely reporting of activities conducted as a representative of the HOSA association.
- _____ 6. Fulfill all responsibilities as spelled out in the Chapter Officer Job Descriptions of the HOSA Handbook, Section C.

Officer Candidate Signature

Print Name

HOSA Chapter Officer **Job Descriptions**

Complete job descriptions as set forth by National HOSA can be found in the HOSA Handbook, Section C at www.hosa.org.

President:

1. It is the President's primary responsibility to lead the organization, preside over all business meetings and appoint committees.
2. The President shall represent his/her organization at community organizations and state and professional associates.
3. It is NOT the responsibility of the President to do everything, however it IS his/her responsibility to democratically delegate specific duties to chapter officers, committee chairs and chapter members.
4. Work closely with the advisor(s) in planning meetings and other organizational details.
5. Schedule all business meetings and confirm location and times with advisor(s) and chapter members.
6. Accept all other responsibilities that are deemed necessary by chapter advisor(s).

In order to run an effective HOSA chapter the President shall obtain and/or know the following information.

- Official National HOSA Handbook
- Complete job description of the President of Section C of the HOSA Handbook
- Copy of Robert's Rules of Order, Newly Revised

Vice President:

1. The Vice President shall assist the President in all aspects of running the local HOSA Chapter.
2. Have charge of setting up and carrying out the Chapter Program of Work/activities (see the National HOSA Handbook, Section C, Part 3.
3. It is the role of the Vice President to preside over all business meetings in the absence of the President.
4. Assume responsibility for room arrangements at all meetings.
5. Prepare an End of Year Report for the chapter.
6. Accept all other responsibilities that are deemed necessary by chapter advisor(s) and president.

The Vice President shall obtain a complete copy of his/her job description as set forth by National HOSA in the HOSA Handbook, Section C.

Secretary:

1. The Secretary shall prepare and read the minutes of the Chapter's business meetings.
2. It is the role of the secretary to prepare an agenda of each meeting for the President.
3. Answer all correspondence promptly.
4. Post all notices.
5. Keep a membership roster and accurate attendance for all meetings.
6. Count and record all votes taken at business meetings.
7. Collect and record reports of all committees
8. Accept all other responsibilities that are deemed necessary by chapter advisor(s) and president.

The Secretary shall obtain a complete copy of his/her job description as set forth by National HOSA in the HOSA Handbook, Section C.

Treasurer:

1. It is the primary responsibility of the Treasurer to be efficient, prompt, resourceful and honest.
2. The Treasurer shall assist the chapter advisor in collecting all fees and money from chapter members.
 - a. Anytime money is collected it must be recorded and promptly deposited into the correct account.
 - b. All conference registration fees collect should be sent to the state or national office.
 - c. All member dues collected to be sent to the National HOSA office.
3. Pay chapter bills as authorized.
4. Keep financial records of the chapter and always be prepared to share the chapter's financial standing with its members.
5. Prepare and distribute an annual budget.
6. Accept all other responsibilities that are deemed necessary by chapter advisor(s) and president.

The Treasurer shall obtain a complete copy of his/her job description as set forth by National HOSA in the HOSA Handbook, Section C.

Parliamentarian:

1. It is the responsibility of the Parliamentarian to advise the presiding officer and chapter members on points of parliamentary procedure and follow Robert's Rules of Order, Newly Revised.
2. Be alert and call attention to irregularities with thought about the fair and equal rights of all members and help all members understand the importance and purpose of parliamentary procedure.
3. Accept all other responsibilities that are deemed necessary by chapter advisor(s) and president.

The Parliamentarian shall obtain a complete copy of his/her job description as set forth by National HOSA in the HOSA Handbook, Section C as well as a copy of Robert's Rules of Order, Newly Revised.

Historian:

1. The chapter Historian shall assist in planning, collecting and arranging materials for chapter exhibits to be used publicly.
2. The Historian shall assume the responsibility of preparing the display for the Chapter Showcase held at the Annual State Leadership Conference.
3. Should the local HOSA chapter choose to participate in the Outstanding HOSA Chapter scrapbook, the Historian may be responsible for creating it.
4. Creating a chapter scrapbook to present to the members at the end of the year.
5. Be the designated photographer at all HOSA events.
6. Accept all other responsibilities that are deemed necessary by chapter advisor(s) and president.

The Historian shall obtain a complete copy of his/her job description as set forth by National HOSA in the HOSA Handbook, Section C.

Reporter:

1. The primary responsibility of the Reporter is to prepare articles for publication in the school, state and national newspapers and newsletters.
2. The Reporter shall contact and acquaint the editors of school and other newspapers.
3. Send news and feature articles to the State and National office for publishing in the HOSA E-Magazine.
4. Accept all other responsibilities that are deemed necessary by chapter advisor(s) and president.

The Reporter shall obtain a complete copy of his/her job description as set forth by National HOSA in the HOSA Handbook, Section C.