

# State Officer Candidate Guide



**CONGRATULATIONS!** The decision to run and serve as a Cal-HOSA State Officer is one that sets a person apart as one of the most dedicated and driven leaders in the organization. State officers serve as the leaders of HOSA and represent the organization to industry professionals, community leaders, education officials, community partners, and most importantly the state membership.

This State Officer Candidate Guide provides essential information and steps needed to know to become a Cal-HOSA State Officer. To put you in the arena with other candidates, you will need determination, commitment, preparation, and effort.

Once in that arena, the next challenge is to get elected. Prospective candidates will have to persuade the voting delegates at the State Leadership Conference that you are the one for the job. Preparing, campaigning, speaking come together to form a learning experience you will use for the rest of your life. The experience itself will be valuable, even if you are not selected. The campaign will provide you with invaluable experiences for the future.

To become an officer candidate, you need the support and encouragement of many people.

- ✓ Your local chapter advisor, parents and school administrator need to be informed and support your effort.
- ✓ Your local chapter must be officially affiliated for the current Cal-HOSA year.
- ✓ Your chapter officers and members need to support your candidacy and rally behind your campaign.
- ✓ Candidates will be chosen by a selection committee from the applications submitted.

Please read the State Officer Candidate Guide carefully to make sure you meet the qualifications and adhere to the deadlines. All deadlines are firm, and no extensions will be granted. Make sure you meet the qualifications relating to enrollment in a CTE Health Science and Medical Technology (HSMT) or Public Service pathway and your advisor is one of the Cal-HOSA advisors as listed on your chapter's approved affiliation.

We wish you well in your leadership endeavors,

Cal-HOSA Headquarters

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Cal-HOSA Future Health Professionals is recognized by the CA Department of Education as a **Career Technical Student Organization (CTSO)**. The term Career Technical Student Organization is defined as an organization for individuals enrolled in a Career Technical Education program that engages in career and technical education activities as an integral part of the instructional program.

CTSO's provide students in Career Technical Education programs with carefully structured leadership development opportunities, career skills, opportunities to participate in competitive career related events, and community service opportunities.

Serving as a Cal-HOSA State Officer is one of the ultimate achievements a member can attain. The planning, organizing, and execution of a state officer campaign is a valuable leadership experience. The decision to run for office should be taken very seriously and the candidate must be aware of the personal time commitment.

This guide provides information about candidate eligibility, campaign procedures and rules, and an overview of the expectations, responsibilities, and activities of national, state and section officers. Carefully review the *entire* guide before finalizing your decision to apply for office to ensure that all eligibility requirements have been met and that the commitments required of a state or section officer can be met.

Before the application process begins, it is critical for the potential candidate to take an honest personal inventory and thoroughly evaluate whether s/he has the time, resources, support, capabilities, attitude, and commitment to prepare an effective campaign and serve as a national, state or section officer.

Before you begin to fill out the State Officer application, the following should be carefully reviewed and considered:

- Review the entire guide to become familiar with national, state and section officer responsibilities and requirements.
- Meet with your local chapter advisor, parents, school administrators, chapter members, employers, and other significant parties to discuss applying for office and to gain their support.
- Obtain the support of your local chapter adviser to ensure they have the time to support you. You and your advisor are a team as you carry out your officer duties and responsibilities. All elected officers are expected to fully attend all required meetings, activities and events.
- Study Cal-HOSA's mission, history, bylaws, publications, programs, and activities.

After careful review and consideration of these points, the candidate should complete the State Officer application and prepare for the candidate interview.



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The Cal-HOSA State Officer Team consists of the following positions:

- **President**
  - Preside over the Cal-HOSA assembly meetings for the official business sessions and any other meetings called by Cal-HOSA
  - Serve on the Board of Directors and Executive Committee in an advisory capacity.
- **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**
  - Keep minutes of all official student meetings and submit them to the Leadership team within seven (7) working days following the student meeting.
  - Keep an official roll of all voting delegates at the business sessions.
  - Assist with responses to any correspondence, as necessary.
- **Regional Vice President(s)**
  - Assist the President in all regional leadership functions.
  - Preside over regional activities at the SLC.
  - Advocate for the needs of the regional in all Officer meetings
  - Participate in assigned officer committee work and assignments.
- **Parliamentarian**
  - Serve over the student meetings and uphold the basic assumptions of parliamentary procedures through Robert's Rules of order, Newly Revised
  - Provide counsel and assistance as requested.
- **Postsecondary/Collegiate Vice President**
  - Assure that the post-secondary division is represented in all activities and decisions.
  - Conduct workshops for chapter members upon request.



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## Duties and Responsibilities

The State Officer Team is governed by the Cal-HOSA Student Bylaws and Cal-HOSA, Inc. Policies and Procedures, and the State Advisor. All officers serve as an extension of the organization with the distinct purpose of advancing the mission of HOSA by providing dynamic leadership, services, communication, and support to local chapters.

State officers are student ambassadors, leaders, and role models for Cal-HOSA. To fulfill the important responsibility of serving members and advancing Cal-HOSA, state officers are required to attend meetings and perform specific leadership duties.

### General Duties of a State Officer Team

- The officer team plays a vital role in establishing state goals, creating the program of work, planning projects, workshops, and conferences. Your main duty is to be an active contributing member of the team and provide support not only for your fellow officers, but also for all of California HOSA.
- Represent Cal-HOSA with excellent standards of professionalism, etiquette, and public relations to promote HOSA.
- State officers are expected to possess a strong base of knowledge about the organization and be capable of discussing ideas and issues affecting the state chapter intelligently.
- Establish an annual Program of Work composed of team and individual goals that will benefit Cal-HOSA.
- Officers are required to attend all State Officer meetings, the Fall Leadership and State Leadership Conference. Officers are required to attend all meetings and activities in their **entirety**.
- Prepare and present workshops for Fall Leadership and State Leadership Conferences.
- Communicate and deliver leadership to Cal-HOSA members through social media, email, and other Cal-HOSA sponsored events and activities.
- Each officer is responsible for a monthly report on Officer projects and activities that are based on the program of work (POW) in a timely manner.
- Support and promote the activities of the state chapter by informing your local chapter of state tasks and communicating with them regarding the State Officer meetings, the Fall Leadership and State Leadership Conferences and other events and activities as assigned.
- State officers shall serve as a model representative for Cal-HOSA. State officers are called upon many times to make presentations before members, adult, and student organizations and at times will need to miss school to represent Cal-HOSA. Officers are expected to make a full commitment to Cal-HOSA.



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- If elected to a chosen office, you may not serve as a local chapter officer. It is expected that your time be devoted to the state chapter and allow fellow chapter members to have his/her leadership experience.

## **State Officer Qualifications**

All candidates must possess the following qualifications:

- Be a member of a chapter approved for California affiliation by the California Department of Education.
- Be an active affiliated member in good standing in a Cal-HOSA chapter at the school in which he/she is enrolled.
- Be enrolled in a verified Health Science and Medical Technology or Public Services Career Technical Education (CTE) pathway during their term of office.
- Have a CTE credentialed teacher from your school serving as the chapter adviser and willing to fully support the candidacy.
- Have held, or currently hold, an elected or appointed local chapter position.
- Have not already served two (2) terms as a state officer.
- Have a cumulative 2.5 GPA or have documented significant progress of GPA improvement and be able to maintain academic reliability and GPA throughout the term in office.
- Be recommended by the local chapter advisor and endorsed by his/her chapter.
- Commit to the time required to fulfill the duties of the office.

**Note:** *If you have served previously as a state officer and were placed on probation during your term, you may be ineligible for re-election or for HOSA International Officer candidacy endorsement.*



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## Election Procedures for State Office

1. Candidates for state office must upload **all required** candidate forms listed on **page 11** in this document by the date listed on **page 11** in this document.
2. All candidates will take the State Officer exam based on HOSA facts and basic parliamentary procedure. Candidates will also take the Organizational Leadership exam based on voting delegate duties, parliamentary procedure, and HOSA history.
  - **Both exams must be completed during the SLC online testing window.**
  - State Officer candidates must receive a score of **75 percent** or above on the State Officer exam to be granted an oral interview.
  - The Organizational Leadership exam will not be used to determine State Officer candidacy, instead it will provide a base line of knowledge of the organization.
3. All candidates for state office will develop a 2–4-minute speech that will be uploaded on the Cal-HOSA YouTube channel by Cal-HOSA. The speech **must not** be posted on a personal YouTube **nor any other social media**. **No** speeches will be delivered during the SLC.
4. All candidates will participate in a question-and-answer caucus during the SLC. All Cal-HOSA members are invited to attend.
5. Chapter voting delegates will cast ballots through an electronic voting process of State Officer candidates at the SLC Business Meeting.
6. The candidates receiving the top votes will be elected to the State Officer Team. The nominating committee will slate all positions on the team based on the candidate videos, Q & A performance, interview scores, and delegate votes.
7. In case of a tie, the nominating committee will slate officers appropriately.
8. The newly elected state officers will be announced and officially installed at the SLC Grand Awards Session.
9. Newly elected state officers and their local chapter advisors **are required** to participate in a state officer orientation. Refer to the SLC program for the orientation date, time, and location details.





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10. Newly elected state officers will assume their year of service at the close of the SLC at which they were elected and will serve through the following SLC.
11. No more than two state officers shall serve from the same school at one time; no more than two of the state officers elected at the SLC can be a postsecondary/collegiate member during their term of office.

## **State Officer & Organizational Leadership Exams**

- Candidates will take the State Officer exam based on HOSA facts and basic parliamentary procedure.
  - [HOSA Handbook – HOSA](#)
  - *Robert's Rules of Order Newly Revised in Brief*. Latest edition.
- Candidates will also take the Organizational Leadership exam based on Voting Delegate duties, parliamentary procedure, and HOSA history.
  - [HOSA Handbook – HOSA](#)
  - *Robert's Rules of Order, Newly Revised*. De Capo Press. Latest edition
- **These exams must be completed during the SLC online testing window. Please see the Important Dates Calendar on the cal-hosa.org website.**
- State Officer candidates must receive a score of **75 percent** or above on the State Officer exam to be granted an oral interview.

## **Campaign You Tube Speech Guidelines**

1. Once the candidate completes the State Officer exam and receives a passing score, an email from Cal-HOSA will provide the instructions on the next phase of the application process: Campaign speeches.
2. Campaign speeches will not exceed two (2) – four (4) minutes.
3. Cal-HOSA will post qualifying campaign speeches to the Cal-HOSA You Tube Channel for membership to view.
4. **NO** campaign videos on **personal social media**; campaign posters; signs; or campaign items are NOT allowed.
5. YouTube campaign speeches should include your qualifications for state office as well as your platform. The candidate platform should include goals, ideas, and initiatives that will advance the mission of Cal-HOSA.
6. Campaign speeches (YouTube) should exhibit a thorough understanding of Cal-HOSA. They should be aimed at what is best for all members of Cal-HOSA, not simply the needs of a single local chapter or region.



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7. Effective campaign YouTube videos should not be read or delivered impromptu. Do not “wing” the campaign YouTube videos. Campaign YouTube videos are the time to inspire delegates and win votes. Be creative. Think of an appropriate theme, slogan, or acronym that helps voting delegates remember you.
8. Be creative and deliver with purpose and power. The way the YouTube video campaign is presented is just as important as the words spoken. Use good eye contact. Smile. Use appropriate hand gestures. Speak with conviction and enthusiasm. Vary speaking tone, rate, pace, and volume. Speak clearly and enunciate.
9. Contact a current state officer. The best resource in preparing for the process is a current Cal-HOSA state officer. They have been through the experience successfully and will have a wealth of knowledge and good ideas to share.

## **Schedule of Events for State Officer Candidates**

All candidates for state office **must** complete and attend the following events at the SLC. Candidates are responsible for knowing the specific times and locations of the following events:

- State Officer & Organizational Leadership Online Exams (taken during SLC Online Testing Window)
- Opening Ceremony
- State Officer Candidate Orientation
- State Officer Candidate Interviews
- Meet and Greet Candidate session
- Presidents’ Breakfast
- SLC Business Meeting
- Recognition Awards Session
- Grand Awards Session
- Newly Elected State Officer Orientation (Advisor & Student must attend)

## **State Officer Candidate Oral Interviews**

1. Oral interviews will be granted to those candidates that pass the State Officer exam.
2. Oral interviews will be conducted during SLC. A panel of members will have a series of questions to ask each candidate about their leadership experience and scored accordingly.

## Meet and Greet Candidate Session

1. Meet and Greet Candidate Session will be held during SLC.
2. This is an opportunity for members to ask questions of the candidates. The questions will be delivered in a fishbowl type of format.
3. Questions will be related to Cal-HOSA, leadership experiences, and what you intend to do if elected to state office.
4. To prepare for the questioning, the candidate should practice answering questions with his/her advisor and chapter members.

## Application Instructions

Candidates for State Office must submit the following required documents. A candidate can only be eligible for office when all parties indicated **complete and sign the appropriate online forms by the deadline of**



**FEBRUARY 1, 2025 by 5pm**

**Please refer to Important Dates to Remember for application and testing deadlines**

## Candidate Application Packet Documents

Location	Document
Online	State Officer Candidate information
Online	Uniform Information Form
Online	Photo Release Form*
Online	Appendix 1: State Officer Candidate Agreement*
Online	Appendix 2: State Officer Code of Conduct*
Online	Appendix 3: Chapter Advisor Discussions for State Officer Candidate Meeting*
Online	Appendix 4: Parent(s)/Guardians Agreement*
<i>You Provide</i>	School Administration Statement of Support on school letterhead
<i>You Provide</i>	Current transcript with GPA and HSMT and/or Public Service Pathway courses circled in <b>RED</b>
<i>You Provide</i>	Professional looking headshot of self

**\* These forms will need to be downloaded, signed accordingly and then uploaded back onto the webpage. Location for all required downloadable forms and upload instructions: [state officer application guide](#)**

## Application Deadline

Submit a completed State Officer Candidate Application by the deadline of:

**Feb 1 by 5pm**



**Questions?** Please contact Cal-HOSA Headquarters **prior** to the deadline date [headquarters.calhosa@gmail.com](mailto:headquarters.calhosa@gmail.com)

## Cal-HOSA Fiscal Responsibility of State Officers

### Travel:

1. Cal-HOSA Headquarters manages the travel arrangements for the state officers.
2. State officers are informed of the travel arrangements via e-mail.
3. Copies of the communications and confirmations are sent to the advisors.
4. Airline travel is usually ticket-less. Officers must have a **California approved** official photo identification to check-in at the airport, specifically a Clear ID or Passport.
5. Transportation expenses to and from the airport **are not** covered by Cal-HOSA.
6. If state officers elect to have a parent or guardian drive, limited mileage **may be** reimbursed at the state rate based on the least expensive form of transportation available.
7. Expenses for chaperones **required by the individual district are the sole responsibility of that district**. These expenses are **NOT covered** in any part by Cal- HOSA.

### Lodging:

1. Cal-HOSA Headquarters manages the lodging for the state officers.
2. State officers do not have to bring money to cover lodging unless the meeting is not a specific Cal-HOSA function.
3. State officers need to bring money to pay for snacks, personal items, and other incidentals while attending meetings.



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4. While most families assume the responsibility for providing money for trips, on occasion advisors may need to assist some state officers in financing their participation in activities/meetings.
5. Fundraising activities to finance trips, such as the International Leadership Conference, are conducted by the chapter. The Board of Directors may help to partially fund the state officer's trip.

## **Meals:**

1. Cal-HOSA Headquarters will make provisions for meals for the state officers during trainings and Cal-HOSA required events.
2. All dietary restrictions, i.e., religious or allergies must be reported in full to Cal-HOSA Headquarters **prior** to the first State Officer Training.

## **Officer Uniform:**

1. Cal-HOSA Headquarters manages the purchase of one (1) HOSA Blues uniform, two (2) polos and one (1) pair of khaki pants for the state officers.
2. The state officers will purchase their own shoes, other personal clothing items, and travel items. Often chapters assist officers in purchasing shoes or personal items if necessary.
3. Cal-HOSA provides ties for both female and male state officers.
4. All HOSA Blue uniforms must be returned to Cal-HOSA Headquarters after the state officer's term has ended. All clothing returned must be in good condition.

## **SLC Conference Attendance:**

1. Cal-HOSA Headquarters manages the travel and hotel arrangements for the state officers' travel **to and from** the State Leadership Conference (SLC).
2. Cal-HOSA does **not** pay travel, lodging, or registration expenses for attendance at the International Leadership Conference (ILC). The Board of Directors may choose to direct limited funds to cover a portion of International Leadership Conference expenses.



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## APPENDIX 1

### State Officer Candidate Agreement

Becoming a Cal-HOSA state officer requires commitment on the part of all parties concerned. To make that commitment, each party must understand their responsibility for this leadership training experience. A candidate can only be eligible for office when all parties indicated **sign the appropriate online forms.**

The state officer candidate should understand that, if elected, attendance at **all** state officer meetings and activities is **mandatory.** Failure to attend any of these meetings will result in their removal from office, except for emergencies or unsafe traveling conditions.

The candidate should also understand that he/she may be placed on probation or removed from office if the candidate fails to comply with state officer responsibilities/assignments, fails to participate in activities, or conduct himself/herself in such a way that reflects negatively on Cal-HOSA or the State Officer. Any disciplinary action will be determined by the Cal-HOSA State Advisor, Headquarters and State Officer Coach.

### **If elected, the candidate agrees to:**

1. Attend and participate in all assigned meetings (including, but not limited to state officer meetings, state officer trainings, and conferences) and attest that; “I fully understand the responsibilities and obligations of the state officer position that I seek and, if elected, will carry them out to the very best of my ability. I further understand that if I should fail to fulfill my responsibilities and obligations as a state officer, and/or I violate the Cal- HOSA Student Code of Conduct, I can be placed on probation or removed from office.
2. Perform to the best of my ability the duties of the elected office.
3. Maintain a grade point average (GPA) of 2.5 or better, based on a 4.0 scale, and maintain during my term of office. Postsecondary candidates(s) must show proof of full-time college or technical school enrollment during their entire term of office.
4. Maintain academic reliability, i.e., attendance, performance throughout term in office.



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5. Participate in **ALL activities scheduled** by Cal-HOSA including, but not limited to:

- Cal-HOSA Orientation Meeting at SLC (mandatory)
- International Leadership Conference (optional)
- HOSA Washington Leadership Academy (optional)
- Cal-HOSA Fall Leadership Conference (mandatory)
- **All** Cal-HOSA Officer Training Activities (mandatory)
- Educating for Careers Conference (optional)
- Statewide Conferences and events by invitation (optional)

*I agree to follow the Cal-HOSA State Officer Candidate agreement while I am representing Cal-HOSA. I will withdrawal my candidacy and resign from my office if I fail to follow this agreement.*

**PRINT** State Officer First and Last Name

**SIGNATURE** State Officer First and Last Name





# State Officer Candidate Guide

## APPENDIX 2

### State Officer Code of Conduct

The following conduct policies apply to all state officers and will be in effect for the full duration of their term of office. Official conferences and event activities begin when the officer leaves home for the event, and end when they return home, therefore this code is in effect throughout the entire term of service.

**Alcohol, Drugs, and Tobacco/Vaping:** a student shall not possess, use, transmit, be under the influence of, or show evidence of having used an alcoholic beverage, other drugs, substances, or tobacco/vaping products capable of or intended, purported, or presumed to alter a student's mood, perception, behavior or judgment; other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and must be on record with the advisor. Nor shall the student possess, use, sell or transmit paraphernalia associated with drugs, alcohol, or chemical substance in any form (including tobacco/vaping), at any time, or under any circumstances, on public or private properties.

**Willful Companionship:** Being in the willful companionship of someone who violates any portion of the conduct code or failing to report any direct knowledge (other than hearsay) of the conduct code violations.

**Personal Conduct:** Cheating, dishonesty, or taking unfair advantage of others; participating in social activities other than those with conference participants; conducting acts and/or possession of weapons capable of causing bodily harm or fear of life, defacing or stealing any public or private property (for which financial responsibility will rest solely with offending individuals or their chapter); breaking the law; other serious violations of personal conduct regulations.

**Private Transportation:** The state officer may not drive or ride in a private automobile during a conference, unless accompanied by an authorized advisor. Occasionally a chapter advisor, under special circumstances, may allow a student to drive or ride in a private automobile to a conference. These students are required to submit a complete "Permission to use Private Transportation" form to the chapter advisor prior to the conference. Permission to drive/ride applies to transportation of the student named on the form and only to and from the conference site. Once a driving/riding delegate has arrived at the conference site, he/she shall not be on a private automobile again until leaving the site at the end of the conference.

**Abusive / Bullying Behavior and Lewd Conduct:** A student shall not engage in any lewd, indecent, sexual, or obscene act or expression or possess such materials. A student shall not engage in verbal, emotional, physical, or sexual harassment, hazing, or name-calling. The use of slurs against any person based on race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is prohibited.





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**Conference Conduct:** Failing to wear the supplied conference ID badge and wristband (when provided) at all times from arrival at the conference until departure at the end of the conference; leaving sessions prior to their conclusion (except in the case of emergency); failing to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which a delegate is registered (unless engaged in a specific assignment taking place at the same time); not abiding by the rules and regulations of HOSA or school/district policies from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.

**Curfew:** Failing to be in your assigned hotel room from the curfew time designated in the conference program until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after Hotel's designated 'quiet' time; ordering any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time.

**Dress:** Failing to abide by the dress regulations established for the conference, as outlined in the Dress Code Standards.

**Personal Conduct:** Failing to report accidents, injuries or illnesses immediately to the local advisor; failing to keep adult advisors informed of activities and whereabouts at all times; failure to comply with established grievance process for disputes about competitive event results/processes (including personally confronting judges or event administrators); using tobacco/ vaping products outside of local school district policies and state law; having a member of the opposite sex in a room if no adult chaperone is present and the room door is not visibly open (e.g. the door must be propped wide open); having a delegate or advisor of the opposite sex in a room without a third person present and the door visibly open.

**Hotel Conduct:** Failing to meet the professional standards of housing facilities; accruing incidental room charges (i.e., phone calls, room service, pay-per-view movies, etc.) without settling the account prior to check-out; throwing objects out the window or into the hallway; moving hotel furniture from rooms (e.g., onto the balcony); failing to follow hotel rules and regulations.

Should a conduct code violation occur, regardless of when the violation occurs, the violating student(s) will:

- Have their parents contacted and be sent home at students' expense and may not be eligible to attend any other state, regional or national conference for the remainder of their term.
- Have their school contacted and consequences may occur in addition to Cal-HOSA consequences.
- Have law enforcement notified if the violation warrants it.



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Determination of penalties for violations will be at the discretion of the Cal-HOSA State Advisor, State Officer Coaches and/or Cal-HOSA Headquarters.

*I agree to follow the Cal-HOSA Student Code of Conduct while I am representing Cal-HOSA as a member of the State Executive Council. I will resign from my office if I fail to follow this code.*

**PRINT** State Officer First and Last Name

**SIGNATURE** State Officer First and Last Name



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## APPENDIX 3

### Chapter Advisor Discussions for State Officer Candidate Meeting

The chapter advisor will schedule a meeting with the state officer candidate and parent/guardian to discuss the roles and responsibilities of a state officer. Below is a list of items for the chapter advisor to review and thoroughly discuss during the meeting.

- Have a frank conversation with the state officer candidate to ensure they understand the commitment required of state officers. Be sure they understand that at times they will have to miss sporting events or other personal activities to fulfill their state officer's responsibilities. Officers must recognize that Cal-HOSA conferences, officer training and all other Cal-HOSA events **come before social functions**, including athletics and dances.
- Ensure that the state officer candidate intends to remain in school in California during his/her term of service. (Unless he/she is a candidate for HOSA International Officer.)
- Ensure that the state officer candidate understands that being a state officer is a privilege and will require their very best effort. If elected, a state officer will be required to devote several hours each week to his/her state officer's responsibilities. The state officer cannot fall behind in his/her duties and responsibilities.
- Talk with the state officer candidate about his/her involvement in other activities such as sports, clubs, work, etc. Be sure the candidate understands the time commitment and is prepared to make Cal-HOSA **a priority** if he/she is elected.
- Discuss the chapter advisor's responsibility for making sure the state officer candidate is well prepared and set up for success for the state officer exam, interview, and speech preparation.
- Be sure the state officer candidate understands that becoming a Cal-HOSA state officer is an invaluable experience and will be a great accomplishment to highlight on his/her resume and college applications; being a state officer should primarily be about his/her passion for Cal-HOSA and desire to be a part of making Cal-HOSA great; and it is a real commitment that will require time, effort, initiative, and commitment throughout his/her term of office.
- **Review** the *State Officer Candidate Guide* with the state officer candidate to get familiar with the rules and guidelines.
- Confirm that all state officer candidate forms have been completed.
- Ensure the state officer candidate has access to the Internet daily either at home or through school. A state officer will need access to e-mail for official communications.
- Set up a plan with the state officer candidate for when he/she is a state officer to



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keep the chapter advisor updated on his/her projects, upcoming responsibilities, and duties of office.

- Create a time management plan with the state officer candidate for when he/she is a state officer to complete his/her Cal-HOSA work each day. State officers should plan to spend about 30 minutes per day (sometimes more) on Cal-HOSA work.

As a Chapter Advisor I agree to the following:

- Conduct the Cal-HOSA Chapter Advisor Discussions for State Officer Candidate Meeting and review each topic as outlined above.
- Recommend for state office only those candidates who are qualified.
- Ensure candidate's attendance at all Cal-HOSA activities.
- Permit the candidate to participate in Cal-HOSA chapter activities to conduct official HOSA state officer business.
- Certify that the candidate has earned a GPA of 2.5 (based on a 4.0 scale) or better for the term preceding the election and that the state officer maintains this during his/her term of office.
- Assure school site support of student responsibilities as an officer.
- Agree to chaperone student to all required Cal-HOSA officer activities as determined by local school policy with the understanding that Cal-HOSA **does not cover chaperone expenses** required solely by the individual district.
- Assure that the officer's official HOSA uniform is returned to Cal-HOSA Headquarters in good condition. (Chapters will be charged a fee to replace all or part of the uniform not returned in good condition)

**Printed First and Last Name of Chapter Advisor**

**Signature of Chapter Advisor**

**Date of the State Officer Candidate Meeting**



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## APPENDIX 4

### Parent(s)/guardian(s) Agreement

1. Authorize the candidate’s cell phone number to be printed on his/her official business card, if applicable, unless alternative arrangements are requested in writing to the Cal-HOSA Headquarters.
2. Grant permission to Cal-HOSA and its staff/contractors, The California Department of Education (CDE), and sponsors/supporters to use the candidate’s name and likeness (including photographs, video footages, silhouettes, and audio clips) in publications, productions, promotions, and on websites for informational, promotional, and other related purposes without further consideration and acknowledge the right of Cal-HOSA to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion.
3. Permit and support the candidate’s participation in all scheduled Cal-HOSA activities, state officer meetings, Fall Leadership Conference (FLCs), State Leadership Conference (SLC), chapter visits, and other official state officer duties to conducting official Cal-HOSA state officer business.
4. Encourage the candidate to take full benefit of the leadership development experience.
5. Understand candidate might be placed on probation or removed from office if he/she fails to comply with state officer responsibilities/assignments, fails to participate in activities, or conducts himself/herself in such a way that reflects negatively on Cal-HOSA or the State Officer. Disciplinary action will be decided by the Cal-HOSA State Advisor and Cal-HOSA Headquarters on a case-by-case basis.

**Printed First and Last Name of Parent/Guardian**

**Signature of Parent/Guardian**