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NORTH DAKOTA

2024-2025 State Officer Handbook



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Introduction Letter

Thanks to your persistent pursuit of a position on the State Officer Team for NDHOSA- Future Health Professionals, you are receiving this handbook. Congratulations!

This handbook provides you with essential information and steps that you need to know to be successful as a ND HOSA State Officer. This experience can be challenging but also exciting with a plethora of opportunities to learn and improve on your leadership skills. Working with the ND HOSA state officer team will offer you the chance to build lifelong relationships with members in your state as well as interact and network with other chartered association Officers.

The opportunity to serve as a ND HOSA State Officer will test your ability to lead, multitask, and delegate. In order to be effective as a state officer, you will need organization, commitment, preparation and effort. State Officers serve as ambassadors of the organization. You will be role models to your peers, representing ND HOSA at the local, state and national levels. You will collaborate with a team assisting in the preparation and execution of online communications, public relation campaigns, service projects, advocacy, conferences, and more.

Take a moment to thank all your support team in assisting you in making it this far. You will need their continued support over the next year, and upcoming events.

Best wishes,

A handwritten signature in black ink that reads "Brandy Madrigal". The signature is written in a cursive, flowing style.

Brandy Madrigal
State Advisor
North Dakota HOSA- Future Health Professionals
330 3rd St. NE
Mayville, ND 58257

Duties & Responsibilities of All State Officers

1. As a state officer, you are a member of the team that plays a vital role in 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 for North Dakota HOSA.
2. All state officers are **REQUIRED** to attend all state officer meetings, state officer trainings and in-state conferences. State officers are also strongly encouraged to attend Washington Leadership Academy (WLA) or the International Leadership Conference (ILC).
3. All state officers shall:
 - Prepare and present workshops for Fall Leadership Conference (FLC) and State Leadership Conference (SLC). Meet any timelines set by the state advisor.
 - Submit a release form prior to any travel giving parental permission and medical and insurance information.
 - Remain with the ND HOSA delegation at all times (with the exception of competition).
 - Abide by the school handbook rules, and state officer handbook rules, regarding smoking, alcohol, and/or narcotic use and exhibit strong moral character
 - Maintain a 2.5 GPA.
 - Plan, conduct, and participate in the ND HOSA Fall Leadership Conference
 - Plan, conduct, and participate in the ND HOSA State Leadership Conference
 - Construct notices/articles for ND HOSA social media and maintain communications with regional chapter liaisons
 - Complete assigned tasks given by the State Advisor within the parameters of their office or in accordance with supporting another officer's position
4. Officers must keep up-to-date on correspondence and send a copy of all official emails, memos and letters to the State Advisor promptly. All correspondence to local chapters, local/state officers, or local advisors, must be copied to the State Advisor.
5. Each officer is responsible to fulfill designated duties assigned by the 'program of work'.
6. Support the HOSA dress code for professional dress and ALWAYS DRESS in the proper HOSA uniform when applicable.
7. All officers shall install incoming officers at the ND HOSA State Leadership Conference.
8. Keep track of and submit trimester reports to State Advisor Oct. 31, Jan. 31, and April 30.

Local Advisor for State Officer

Responsibility for student transportation first falls to the State Officer's parent/guardian. A local advisor/chaperone from the school district may be asked to provide transportation to trainings and state officer meetings. Local advisors are also strongly encouraged to chaperone their officers at the International Leadership Conference and/or Washington Leadership Academy, unless replaced by a chaperone from their school, or a parent. Local advisors are asked to oversee the duties of his/her state officer and keep in contact with the State Advisor on matters concerning the state organization.

General Advisor Overview

"Mentor" is defined as a trusted counselor or guide, a tutor or coach. This definition aptly describes the role of a State Officer's local chapter advisor. From the moment a student considers running until his/her term of office ends, the advisor is a key figure.

The advisor counsels the student on the qualifications and duties of a State Officer and helps with the decision to run. The advisor guides the student through the process and serves as tutor and coach during the officer's term of office. The advisor signs off on the State Officer Application Code of Conduct verifying that the student understands his/her obligations and responsibilities.

The relationship between advisor and officer is critical to the success of the term of office. The officer must realize that the local advisor's signature on the application shows his/her support to the officer and organization.

The State Advisor will oversee the duties of the State Officers and keep in close communication with State Officer advisors: copying them on correspondence; alerting them to deadlines; notifying them if responsibilities are not being fulfilled; collecting forms/documentation for travel.

The local advisor should work closely with the State Advisor to keep him/her informed of the Officer's progress with projects, and any challenges that may arise. The local advisor should serve as liaison with the school counselor to assess any unforeseen challenges, help in evaluating the student's workload, and ascertain if resignation from office should be a consideration.

The local advisor should proofread all correspondence before mailing/e-mailing as well as sign his/her name. The officer should write correspondence and articles and present them to the State Advisor for suggestions and any necessary changes.

The local advisor is asked to accept responsibility for assisting officers and secure the endorsement and support of parents, school officials and employers, if applicable.

The local advisor is asked to submit written (e-mail is acceptable) verification of State Officer's monetary match for distribution of North Dakota HOSA State Officer stipend.

Note to Parent/Guardian of Candidate

Thank you for taking the time to help guide your student through the North Dakota HOSA State Officer candidacy process. The North Dakota HOSA and North Dakota AHEC staff maintain high expectations for our State Officers. We offer support and guidance to help them grow through development of their communication, time management, conflict resolution, event planning, leadership, and teamwork skills.

Your student will be a role model for his/her peers. At an age when a student doesn't wish to go against the norm or stand out in a crowd, your student is choosing to stand before his/her classmates and fellow HOSA members to help guide them in supporting the state organization and its' mission.

Your student will be an advocate for support of North Dakota HOSA. HOSA members are attuned to the growing need for access to quality healthcare in our rural state. State Officers are given the opportunity to interact directly with our state governor, legislative members, representatives, and senators to speak on behalf of North Dakota youth who wish to pursue healthcare career pathways. Additionally, they advocate for members of the communities in which they reside.

North Dakota State Officers are the epitome of leadership and dedication. Your student will be an ambassador and representative for the International HOSA organization, supporting its mission, motto, and creed. He/she will demonstrate what it means to INSPIRE. ADVOCATE. LEAD.

Please **review** the State Officer Code of Conduct and Job Description detailed in this handbook. State Officer Meeting & Conference Dates are also listed. Should you have any questions or concerns, you may contact your student's HOSA chapter advisor or contact the State Director.

Thank you for the support you are providing your student in their candidacy of North Dakota HOSA Officer positions. Regardless of the outcome of the State Officer election and role selection, we wish the best for your student as he/she follows his/her passion to have an impact on the global health community.

Sincerely,

A handwritten signature in black ink that reads "Brandy Madrigal".

Brandy Madrigal

State Advisor

North Dakota HOSA-Future Health Professionals

Meeting & Conference Dates

June 10-13, 2024	ND Career & Technical Education State Officer Training, Bismarck, ND (mandatory)
26-29, 2024	International Leadership Conference, Houston, TX
September 27-30, 2024	Washington Leadership Academy (WLA), Washington, D.C.
October-November TBD, 2024	Fall Leadership Conference (FLC)
March-April TBD, 2025	State Leadership Conference (SLC)

Stipend & Expenditures

State Officer Stipends

North Dakota HOSA is governed under the North Dakota Area Health Education Center (AHEC), which is a grant funded program through the State of North Dakota. Any stipends for State Officer expenditures will be determined on a case-by-case basis.

It is encouraged for the State Officers to fundraise for their travel either through their local chapter or at the state level. The ND HOSA State Advisor will give fundraising opportunities to the State Officer team if they wish to participate.

Uniform

Each State Officer is responsible to provide their own official uniform of International HOSA which includes: blazer with patch; tie/bow; skirt or slacks, white dress shirt and blue/black shoes.

North Dakota HOSA will provide each State Officer with a name badge and officer pin. North Dakota HOSA provides State Officer polo shirts to be used for "casual dress" at WLA, SLC, and ILC. State Officers must provide khaki slacks and casual closed-toe shoes.

Student Timeline & Expenses

Date	Activity	Expense
June 10-13, 2024	Career & Technical Student Organization Officer Training	Meals & hotel expenses covered by ND HOSA.
June 26-29, 2024	International Leadership Conference	ND HOSA may cover a maximum of \$500 toward trip expense reimbursement. Hotel expense based on quad occupancy: \$300 Airfare: \$800 round trip Meals: \$50-75/day
September 27-30 2024	Washington Leadership Conference , Washington, DC	ND HOSA will pay \$500 to cover registration fee. Student is responsible for transportation and lodging expenses. Hotel expense based on quad occupancy: \$300 Airfare: \$800 round trip Meals: \$50-75/day
October-November, 2024	ND HOSA Fall Leadership Conference, Location TBD	Student registration fee is waived. NDHOSA may cover up to \$200 for lodging/per-diem.
March-April, 2025	ND HOSA State Leadership Conference, Location TBD	Student registration fee is waived. ND HOSA pays up to \$200 for lodging

*Student must provide own business suit for official HOSA dress, including .

Required

Optional

*All travel costs are approximate

International Executive Student Council Officer Candidacy

1. Candidates for each International office shall submit a required nomination form to the International HOSA Office via their respective state association prior to the annual International Leadership Conference by a date designated by the board. This information shall then be given to the Chairman of the Nominating Committee.
2. Candidates must be a junior or senior in high school and have a minimum of a 3.0 GPA on a 4-point scale.
3. The information shall include verified statement of academic performance during the full school year previously completed; a statement of support and the signatures of the school principal, career and technical education director or dean, the local chapter advisor and parent/guardian; record of offices held in ND HOSA, including the affiliated state association or local chapter. Candidates must also complete and have signed by a parent/guardian, a International Officer's Travel Policy Statement and any other forms required by the Nominating Committee.
4. If elected, candidates must purchase their own official uniforms, and must make arrangements to have the official uniform during officer training immediately following the International Leadership Conference during which they were elected.
5. International officers may not serve for more than one term with the exception of President-Elect.
6. International officers may NOT serve concurrently as an International and State Officer. Elected International Officers who hold state office must resign their state officer position. If elected to serve as a International officer, he/she will serve as an ex-officio member of the state officer team for the following school year.
7. State associations in good standing may submit only ONE candidate per office and submit no more than four (4) candidates; two (2) secondary and two (2) postsecondary/collegiate.
8. In the event of a vacancy in the office of president, the president-elect shall succeed to that office. In consultation with the executive council, other vacancies in International offices may be filled by appointment by the HOSA, Inc. executive board from the list of nominees for that office. When no previous candidate for that office is available, the HOSA, Inc. Executive Board may select another qualified candidate.
9. Candidates must attend the International Leadership Conference to participate in the election process.

International Executive Council Positions:

- President
- President-Elect
- Western Region Vice President
- Central Region Vice President
- Eastern Region Vice President
- Postsecondary/Collegiate Vice President
- Secondary Board Representative
- Postsecondary/Collegiate Board Representative