**ND HOSA Officer Team**

**Roles & Responsibilities for 2024-2025**

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| **President** | * Preside over meetings through collaboration with state advisor * Oversee the development of the Program of Work * Makes contacts as applicable for the role * Work with the VP to establish HOSA Alumni affiliations; report to the team with progress and any needed support/assistance * Work with state advisor to plan all HOSA activities and events   + Fall Leadership Conference   + State Leadership Conference * Submit monthly article focusing on each month’s program of work; article due on the first of each month * Work with State Advisor on recruitment of New Chapters |
| **Vice President  (Chapter Relations)** | * Preside over meetings in the absence of the President. * Check-in with local chapter officers at least once per quarter * Assist the President with the development and fulfillment of the Program of Work through the year * Work with the President to establish HOSA Alumni affiliations; report to the team with progress and any needed support/assistance * Oversee the Membership Advisory Council * Assist with other duties as assigned |
| **Secretary/Treasurer/ Reporter** | * Take notes at all meetings (virtual and face-to-face); load notes to the shared file within one week of each meeting * Manage paperwork and other important documents/due dates/reminders from Timetree calendar as needed * Ensure any HOSA correspondence is sent to Social Media Historian for distribution * Assist President and Vice President in planning events * Submit a monthly newsletter with submissions from fellow officers and local chapters * Assist with other duties as assigned |
| **Social Media Historian** | * Lead the communications avenues for all social media platforms; share log-in information with State Advisor * Submit all communications announcements with State Advisor for approval before posting * Prepares infographics as needed for social media and team collaboration * Submit a monthly newsletter article featuring social media engagement and/or upcoming events and opportunities; article due on the first of each month * Ensure active participation in social media engagement including livestreams, stories, reels, messages, and HOSA happenings throughout the year |
| **Community Service and Outreach Coordinator** | * Lead the communication regarding national and state service projects as well as fundraising efforts and initiatives * Lead the national service project activity at the fall leadership conference and state leadership conference * Encourage active participation of NMDP service project and Barbara James Service Award hours * Submit a monthly newsletter article on community service with ideas of agencies/facilities to partner with to increase exposure of North Dakota HOSA and/or local HOSA chapter; submit newsletter article by the first of each month * Work with local chapters on service drives and projects and any local media to increase exposure of ND HOSA |