**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
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| **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
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| **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
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| **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
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| **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
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