



2024 – 2025 North Dakota HOSA State Officer Candidate Guide and Application Materials

Congratulations on making the decision to run for a position on the North Dakota HOSA State Officer team! Serving as a State Officer is an incredible experience that includes creating lasting bonds with your teammates, making connections with industry partners, expanding your leadership skills, and serving as an ambassador for North Dakota HOSA.

The memories that you will make as a State Officer will last a lifetime, and the skills that you learn will benefit you in college and beyond. While an amazing opportunity, serving as a State Officer is a commitment to bettering yourself and North Dakota HOSA. Please read through the guidelines and expectations for State Officers included in this packet and in the State Officer Handbook. Please visit with your advisor and family to make sure that you can meet these obligations and those for other extracurricular or school activities before applying for office. Applications must be submitted by February 20th. If you have any questions regarding what it means to serve as a State Officer, I encourage you to contact a current State Officer or Brandy Madrigal, the state advisor, at brandy.madrigal@mayvillestate.edu

Duties of State Officers

- Provide guidance, leadership and inspiration and build enthusiasm of all members (students and advisors)
- Work as a team to create and implement the Program of Work for the year
- Maintain communication between State Officer team and ND HOSA staff
- Organize and actively participate in statewide events such as Fall Leadership Conference and State Leadership Conference
- Market and promote North Dakota HOSA through various social media outlets
- Serve as the ambassadors for more than 600 HOSA members in North Dakota

Officer Travel Obligations

- To have a successful State Officer year, a few in-person trainings and meetings are required. Attendance at these events is **mandatory** except in the case of unforeseeable and unavoidable circumstances.
- Travel to these events is the responsibility of the officer with financial and logistical assistance from North Dakota HOSA when possible.
 - Dates to be aware of:

ND Career & Technical Student Organizations Officer Training (2 overnights): June 10-13, 2024 in Bismarck, ND; attendance is **mandatory**. The State Officer is responsible for transportation to and from Bismarck; ND HOSA is responsible for lodging and meals.

- International Leadership Conference: June 26-29, 2024 in Houston, TX attendance is not required, but highly encouraged. ND HOSA may have stipends available for State Officers to attend.
- Washington Leadership Academy (WLA) for State Officers: mid-September in Washington DC; attendance is not mandatory, but highly encouraged. All officers are welcome, but each officer is responsible for the cost of registration, airfare and lodging while at WLA. (Approximate costs: Registration \$500; Airfare \$500-\$700; lodging \$190/night for 3 nights, which can be divided by up to 4 people if sharing rooms). ND HOSA may have stipends available for State Officers to attend.
- Fall Leadership Conference: October-November, location TBD; attendance is **mandatory**.
- State Leadership Conference: March-April, location TBD; attendance is **mandatory**.
- Monthly conference calls throughout the year.

Election Procedures

- Students must upload their application and required documents to the ndhosa.org website by **February 20th, 2024**.
- Upon review of applications by the Officer Selection Committee, candidates will be given an opportunity to be remotely interviewed by the committee. The committee will then make recommendations on candidates who will move forward with the next step of the election process. It may be that ***not all applicants*** will move forward.
- State Officer candidates will give a 2-3 minute campaign speech during Opening Session at the State Leadership Conference to be view by the delegation and appointed voting delegates. This provides the voting delegates an opportunity to get to know the candidates better so they can make an informed decision on elected state officers. Voting delegates will consist of members of local chapters and are determined after registration. Candidates will not choose their office but can include their preferences in the application. Instead, their application and responses will be used by the Selection Committee to determine the position that the state officer candidates are best suited for.
- Those students who are elected will be announced at the Closing Ceremony at SLC. They will hold co-positions with current officers through ILC for a transition period into their new roles.

North Dakota HOSA State Officer Code of Conduct

When serving as a North Dakota HOSA state officer, students are not only representing themselves but also their home chapter and all of North Dakota HOSA. HOSA is well-respected in the healthcare community, and it is the responsibility of the state officer to maintain this professional image.

1. Your behavior should be professional **at all times** and reflect positively of you, your school, your state and HOSA.
2. The State Officer should fulfill his/her duties and obligations as described in the State Officer Handbook and serve as a role model to other HOSA members. This includes active participation and fulfillment of all officer duties and obligations assigned to the State Officer. Failure to do so may result in dismissal. Failure to join HOSA and remain active within your local chapters may also result in dismissal.
3. It is the desire of the organization that all members conduct themselves appropriately both during and not during the organization's events. To reinforce the organization's commitment to upholding high standards for the organization, failure to maintain satisfactory performance and to comply with the Officer Code of Conduct and reasonable expectations may result in corrective disciplinary action up to and including removal from office. State officers must maintain a 2.5 GPA during their term of service. If this becomes an issue, in accordance with FERPA, state staff may make written requests for students' current education records. Any elected officer who fails in the performance of his/her duties as documented and signed in their officer application, may be removed by a two-thirds vote of the Advisory Committee. Such removal must be approved by the advisor. The officer to be removed must be notified in writing at least one month (30 days) prior to the removal and must have been given notice of unsatisfactory work before notice of removal is issued. In the event the President is removed from office, the vice-president shall assume the duties and office of the president. The Secretary shall assume the duties and office of the vice-president. All other officers shall remain in their elected office with no additions to the officer team unless the Advisory Committee chooses to appoint a new officer. In the event an officer other than the president or vice-president is removed from office, the officers will remain in their elected offices and the duties of the absent officer shall become the responsibility of the president to delegate among the officer team. If an officer decides to resign any time during their year of service, a letter of resignation of a State Officer may only be accepted by the State Advisor.
4. State Officers may not purchase, consume, or be under the influence of alcohol or illegal drugs at any time during their term. Violators may be removed from office.
5. Smoking or chewing tobacco is not allowed.
6. Students who disregard the rules will be subject to disciplinary action and, if attending event, will be sent home at their own expense. Parents will be notified.

I have read the above Code of Conduct and understand what is expected of me if elected as a State Officer. Furthermore, I understand that the duties and obligations are an extension of this Code of Conduct. If I break the code of conduct, I understand that a meeting with the state advisor and state officer coach will occur and that I may be removed from office.

Print Name of Parent/Guardian	Parent/Guardian Signature	Date
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Print Name of Student	Student Signature	Date
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Print Name of Advisor	Advisor Signature	Date

**RECOMMENDATION/PERMISSION FOR THE STUDENT TO SEEK A
POSITION AS A NORTH DAKOTA HOSA STATE OFFICER**

Candidate's Name: _____

HOSA Chapter: _____

I am familiar with the HOSA Code of Conduct and my school's Code of Conduct and will perform my duties as a North Dakota HOSA State Officer to the best of my abilities, abiding by my contract with the state.

Candidate's Signature: _____ **Date:** _____

I approve of my student's candidacy for a position as a North Dakota HOSA State Officer. I will support my child in his/her endeavors and provide the transportation necessary to carry out the duties of a HOSA officer realizing my student may need to be driven in order to fulfill some obligations.

Parent/Guardian Signature: _____ **Date:** _____

I support the student in their bid for state office. I acknowledge the student has been an active member of HOSA and has abided by the Code of Conduct when participating in the chapter activities. I am aware of the student's commitments both in and out of HOSA, and believe they are capable of fulfilling all obligations.

Advisor's Signature: _____ **Date:** _____

I support the student in his/her bid for an officer position in North Dakota HOSA, a leadership organization recognized and sponsored by the North Dakota Area Health Education Center. I have read the State Officer Code of Conduct (see page 3). HOSA activities are school-related and fall under applicable travel district policies. I understand that our school chapter advisor may travel to the Fall Leadership Conference, State Leadership Conference and (possibly) out-of-state with state officers and/or members. I understand that State Officer parents can travel in the place of advisor to chaperone their own child (no school funds support parent travel).

Principal's Signature: _____ **Date:** _____

NORTH DAKOTA HOSA STATE OFFICER APPLICATION

Applicant Name:					
Mailing Address:					
City:		State:		ZIP:	
Applicant's Cell Phone Number:		Parent/Guardian's Phone Number:			
School E-mail address		Non-school E-mail address:			
Current Local Chapter:		Current GPA			
Date of Birth:		Year in School (please include High School/Collegiate):			
<input type="checkbox"/> Yes <input type="checkbox"/> No	I have <u>read and understand</u> the information provided in this packet and the North Dakota HOSA State Officer Handbook.				

Candidate Information:

1. HOSA Chapter Offices/Positions Held:

- a.
- b.
- c.

2. Please list all School/Extracurricular Activities including other leadership positions held:

3. Please list any Honors or Awards Received:

4. Please list all Community Service Activities in the last year:

Verification of Student's HOSA Involvement

To be recognized for satisfactorily participating in your local HOSA chapter, ask your HOSA advisor to initial it in the space to the right of the skills/tasks completed.

1. Attended three HOSA chapter meetings, listed below.
 - a. _____ Initial _____
(Date)
 - b. _____ Initial _____
(Date)
 - c. _____ Initial _____
(Date)

2. Participated in three other chapter activities. Identify the activities:
 - a. _____ Initial _____
 - b. _____ Initial _____
 - c. _____ Initial _____

Answer the following (use additional paper if necessary):

1. What makes you the best candidate to serve as a ND HOSA State Officer?

2. How can we grow HOSA as a state organization during the 2024-2025 school year and how will you utilize your skills to accomplish these goals?

3. What challenges have you faced as a member of your chapter, and how did you resolve those issues?

4. How has HOSA helped prepare you for a future in healthcare?

Photo Release

Due to the high-profile nature of the State Officer position, photos of state officers are often used on promotional materials or social medial venues. Therefore, a photo release is required.

I, (candidate name) _____, hereby grant and release North Dakota HOSA permission to use my picture, portrait, photograph, likeness, voice or image for all forms of media and in all manners for any purposes, including but not limited to display or placement in print, radio, television broadcast, or on websites anywhere throughout the United States, and to edit such material on film or videotape for these purposes. I also waive the right to inspect or approve the finished product, including written copy that may be created in connection therewith. However, I understand that I have the right to request cessation of recording or filming and understand that I have the right to rescind consent for use up to a reasonable time before the recording or film is used.

I hereby attest that I have read and agree to the above statement:

State Officer Candidate Signature

Date

Parent/Guardian Signature

Date

Photo Information

All state officer candidates are required to submit a color photo with their application. It is preferred to wear the official HOSA uniform, but not required.

Examples:

