



## North Dakota HOSA State Officer Candidate Guide and Application Materials 2019

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. Please visit with your advisor and family to make sure that you can meet these obligations and those for other extra-curricular or school activities before applying for office. Applications must be postmarked to the North Dakota HOSA office by February 15<sup>th</sup>, 2019. 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 the director, Katie Shahan, at [katie@ndahec.org](mailto:katie@ndahec.org).

### 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 North Dakota HOSA staff
- Organize statewide events such as Fall Leadership Conference and State Leadership Conference
- Market and promote North Dakota HOSA through various outlets
- Serve as the ambassadors for more than 600 HOSA members in the state of 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:
  - Officer Orientation (2 overnights): June 10-12, 2019 in Bismarck, ND; attendance is mandatory, State Officer is responsible for transportation to and from Bismarck and ND HOSA is responsible for lodging and meals.

- International Leadership Conference: June 19-22, 2019 in Orlando, FL; attendance is not required, but highly encouraged. ND HOSA may have scholarships available for State Officers to attend.
- FLC Planning Meeting: August; location TBD; attendance is mandatory
- 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 scholarships available for State Officers to attend.
- It is encouraged for Chapter Advisors to attend WLA with the State Officers. This is considered professional development for the Chapter Advisor, and the school districts can use Perkins or Voc Ed funds to cover the cost for the advisor to attend WLA.
- Fall Leadership Conference: October 2019, location TBD; attendance is mandatory.
- State Leadership Conference: March 2020, location TBD; attendance is mandatory.
- Conference calls throughout the year.

Election Procedures

- Students must postmark the attached paperwork by **February 15<sup>th</sup>, 2019** .
- Please mail or fax paperwork to:  
 Katie Shahan  
 PO Box 615  
 Hettinger, ND 58639  
or  
 Scan & e-mail, [katie@ndahec.org](mailto:katie@ndahec.org) (preferred method)
  
- State Officer candidates give a two-minute campaign speech at the Opening Ceremonies on the first evening of SLC so the Nominating Committee can get to know the candidates better in order to create a slate of officers that utilizes the state officers' strengths. The Nominating Committee will be comprised of North Dakota HOSA staff and students. Candidates will no longer choose the office that they would like to run for. Instead, their application and responses will be used by the Nominating 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 of the second day of SLC.

## 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 obligation as described in the State Officer Candidate Information Packet and serve as a role model to other HOSA members. Failure to join HOSA and remain active in your local chapters may 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. In order 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 FRPA, state staff may make written request of student's current education records. Any elected officer who fails in performance of his/her duties as documented and signed in their officer application, may be removed by a two-thirds vote of the Executive Committee. Such removal must be approved by the advisor. The officer to be so 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 first 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. 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.

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<b>Print Name of Parent/Guardian</b>	<b>Parent/Guardian Signature</b>	<b>Date</b>
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<b>Print Name of Student</b>	<b>Student Signature</b>	<b>Date</b>
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<b>Print Name of Advisor</b>	<b>Advisor Signature</b>	<b>Date</b>
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**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 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

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Non-school E-mail Address: \_\_\_\_\_

Current Chapter Affiliation: \_\_\_\_\_

Current GPA: \_\_\_\_\_

Birth date: \_\_\_\_\_

Year in School Currently: \_\_\_\_\_

### Candidate Information:

1. HOSA Chapter Offices/Positions Held:

- a.
- b.
- c.

2. School Activities:

- a.
- b.
- c.
- d.

3. Honors or Awards Received:

- a.
- b.
- c.
- d.

4. Community Service Activities:

- a.
- b.
- c.
- d.

5. Other Leadership Positions Held:

- a.
- b.
- c.
- d.

## 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. How has HOSA helped prepare you for a future in healthcare?
  
  
  
  
  
  
  
  
  
  
2. How can we grow HOSA as a state organization during the 2016-2017 school year?
  
  
  
  
  
  
  
  
  
  
3. Please list and explain 2 goals you would have as a HOSA State Officer.

## 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 Candidates are required submit a color photo with their application. It is preferred to be wearing the official HOSA uniform, but not required. If mailing application, write your name and school on the back of the photo. If sending application electronically, you can either attach below or in the email separately. Photos will NOT be returned.

### Examples:

