

## **ND HOSA Officer Team Roles & Responsibilities for 2026-2027**

### **State 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 VPs to establish HOSA Alumni affiliations; report to the team with progress and any needed support/assistance
- Primary POC with local chapter Presidents
- Work with state advisor to plan all HOSA activities and events
  - Fall Leadership Conference
  - State Leadership Conference
- Work with State Advisor on recruitment of New Chapters

### **Post Secondary Vice President (Collegiate)**

- Serve as the primary POC for colleges and universities interested in starting HOSA chapters, providing guidance and resources to assist in their development with the State Advisor.
- Represent and advocate needs for PSC chapters
- Conduct outreach to colleges without active HOSA chapters to promote the organization and its benefits for students in health professions.
- Maintain regular communication with newly established chapters, providing mentorship and resources during their first year to ensure success.
- Develop PSC workshop series and activities for leadership/health career development
- Assist the President with the development and fulfillment of the Program of Work throughout the year.

### **Secondary 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

**State Secretary**

- 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
- Assist President and Vice President in planning events
- Submit a monthly newsletter with submissions from fellow officers and local chapters
- Act as the liaison for the NMDP national service project and any state-wide service projects

**State Historian**

- Lead the communications avenues for all social media platforms; share log-in information with State Advisor
- Submit all communications announcements with State Advisor/State Officer Coach for approval before posting
- Prepares infographics as needed for social media and team collaboration
- Ensure active participation in social media engagement including livestreams, stories, reels, messages, and HOSA happenings throughout the year