

Louisiana HOSA Executive Council

Candidate Application Packet

2023 – 2024



Executive Council Candidate Application Information

Being a State Officer in HOSA is an amazing experience. It allows students to develop leadership skills, network with leaders from across the globe, and gives them the ability to learn and grow as future health professionals! At Louisiana HOSA, we feel that being a State Officer is one of the most rewarding experiences that a student in HOSA can have.

Running for State Office is a great opportunity, but also comes with tremendous responsibility, exciting opportunities, and rewarding challenges. Since it is a year-long commitment, we ask that potential applicants consider their school, home, and extracurricular obligations

Read the following information pages before filling out the online application.

If you have any questions, please call the Louisiana HOSA State Office at (337) 371-5974

Or email Shirlene Bender: shirlene.lahosa@gmail.com

Application Deadline

Friday, February 10, 2023 Apply Early!

Eligibility

- Middle School candidates **MUST** be currently classified as a sixth or seventh grader.
- Secondary candidates **MUST** be currently classified as an 8th grader, freshman, sophomore, or junior.
- Candidates applying for President-Elect must be currently classified as a freshman or sophomore.
- Post-Secondary/Collegiate candidates **MUST** currently be a collegiate freshman, sophomore, or junior.
- Current high school seniors and graduating post-secondary/collegiate members are not eligible to run for state office.
- Must have a 2.5 or greater GPA on a 4.0 scale.
- Must be endorsed by your chapter advisor, school principal, parent/guardian, and employer.
- Must be willing to make their duties as a state officer a priority.
- Must be able to provide own reliable transportation when necessary. (see calendar)
- Must attend the State Officer Training Retreat (see calendar)

Elected Positions

- President-Elect (Secondary)*
- Region 1 Vice President (Secondary)***
- Region 2 Vice President (Secondary)***
- Region 3 Vice President (Secondary)***
- Middle School Ambassador (Middle School)**
- Post-Secondary/Collegiate Ambassador (PS/C)
- Secretary (Secondary)
- Historian/Reporter (Secondary)

* President-Elect candidates must be a current secondary freshman or sophomore.

** Middle School candidates must be a current sixth or seventh grader.

*** Regional Vice President candidates must live in that region (see Region Map attached)

General Duties of a State Officer

State Officers are student ambassadors, leaders, and role models for LA HOSA. In order to fulfill the important responsibilities of serving members and advancing LA HOSA, state officers must attend meetings and perform specific leadership duties.

The following list **is not** all-inclusive. Other duties will be assigned as we go through the year. All officers will be expected to maintain good grades, and manage their coursework and other activities, while still giving high priority to their position as a State Officer of Louisiana HOSA. State Staff may remove state officers from office at any time for not upholding the highest standards, or not fulfilling their duties.

A state officer position is not a passive position; rather it is a working office. You are held to the highest standards and expected to set a good example for all members, work as a team, keep a great attitude, and participate as much as possible.

It is a great honor to be elected as a State Officer!

All State Officers

- Lead the general student membership of LA HOSA
- Establish an annual Program of Work composed of team and individual goals
- Participate in LA HOSA Social Media
- Represent LA HOSA with excellent standards of professionalism, etiquette, and public relations
- Help with any duties as directed by the State Advisor
- Attend all monthly State Officer meetings (may be via phone or computer/Zoom/etc.)
Only one regular meeting may be missed
- Attend additional meetings to prepare for Fall Forum Leadership Conference, and the State Leadership Conference
- Help other officers as needed with their duties
- Work as a team at fundraising for LA HOSA
- Attend the 2023 State Leadership Conference
- Maintain a “team” attitude
- Submit monthly officer report

State Ambassadors

- Attend as many meetings as possible
- Participate in LA HOSA Social Media for your division
- Reach out to other like chapters (collegiate or middle school)
- Help start new like chapters (Middle School or collegiate)
- Help state officers when able
- Help before and during conferences

State Officer Responsibilities

President (President-Elect from previous year)

- The President’s position is one of organization and leadership. It is the president’s responsibility to see that the organization meets the established goals.
- Know the group and their abilities. Involve as many members in various activities as possible.
- Coordinate efforts by keeping in touch with all officers, members, and chapter advisors.

(President continued)

- Preside over and conduct meetings according to parliamentary procedure.
- Attend LA HOSA Board of Directors meetings.
- Keep members, officers, & advisors in the meetings on the topic and within time limits at all meetings.
- Represent the organization at special functions and events, including civic activities.
- Represent Louisiana HOSA by speaking at various functions when requested, always portraying the thoughts of the membership, not the thoughts of the officer team.
- Seek opportunities in their community to speak about HOSA.
- Call special meetings if necessary.
- Prepare and submit the meeting agenda to the State Advisor before each Council meeting.
- Include and teach the President-elect as much as possible to prepare for the following year.

President-Elect

- Serves a two-year term; one year as President-Elect in the role of “President-In-Training” and the second year as State President.
- Must attend at least one Fall Forum Leadership Conference, and the State Leadership Conference
- Be available for all officer meetings
- Attend LA HOSA, Inc. Board of Directors meetings along with President

Regional Vice Presidents (one per each of the 3 regions)

- Aids in the development and promotion of secondary HOSA Chapters and membership
- Works to promote activities and engagement within their regions
- Assists in the planning Fall Forum Leadership Conference in their region
- Assists in planning the State Leadership Conference
- Must attend their designated Regional Fall Forum, and State Leadership Conference

Middle School Ambassador

- Aids in the development and promotion of middle school HOSA Chapters and membership
- Assists in the planning of Fall Forum Leadership Conference in their region
- Assists with planning of State Leadership Conference
- Must attend Fall Forum in their region, and the State Leadership Conference
- Participates in social media for Middle School members
- Encourages middle school members to compete; helps teach about the competitions

Post-Secondary/Collegiate Ambassador

- Aids in the development and promotion of post-secondary/collegiate HOSA Chapters and membership
- Assists in the planning of Post-secondary conference
- Participates in the collegiate social media
- Must attend the Collegiate State Leadership Conference

Secretary

- Creates and maintains supporting documents of all state officer meetings, events, and conference calls
- Submits minutes to state advisor after each monthly meeting
- Submits notes to state advisor after all other additional meetings
- Must attend the Fall Forum in their region, and the State Leadership Conference
- Take over writing of the newsletter each month’ and submit to State Advisor by the 8th of each month

Reporter/Historian

- Serves as the Historian/Reporter by keeping chapters and communities informed on all things HOSA
- Finds a committee of photographers in all regions for all events; send all pictures to state advisor
- Invites local reporters from newspapers and news channels to attend all conferences in each region

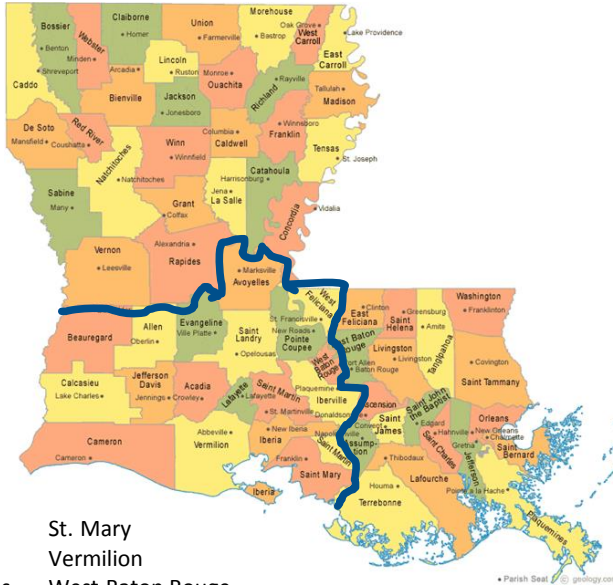
Louisiana HOSA Regions

Region 1

Bienville Lincoln
 Bossier Madison
 Caddo Morehouse
 Caldwell Natchitoches
 Catahoula Ouachita
 Claiborne Rapides
 Concordia Red River
 De Soto Richland
 East Carroll Sabine
 Franklin Tensas
 Grant Union
 Jackson Vernon
 La Salle Webster
 West Carroll

Region 2

Acadia Iberia
 Allen Iberville
 Avoyelles Jefferson Davis
 Beauregard Lafayette
 Calcasieu Pointe Coupee
 Cameron St. Landry
 Evangeline



Region 3

Ascension
 Assumption
 East Baton Rouge
 East Feliciana
 Jefferson
 Lafourche
 Livingston
 Orleans
 Plaquemines
 St. Bernard
 St. Charles
 St. Helena
 St. James
 St. John The Baptist
 St. Tammany
 Tangipahoa
 Terrebonne
 Washington

Application Process and Timeline

Application

Deadline: Friday, February 10, 2023

Apply Early!!

Read this entire packet before you apply.

Apply to this site ASAP: <https://forms.gle/3t9Bxa66h5JWNPnu6>

Send this form to three different teachers for recommendations (Not chapter advisor):

<https://forms.gle/UP4p8BD4ZXYhfz6W9>

Send this form to your School Principal: <https://forms.gle/AKWeDsz2ySCP6PPZ6>

Send this form to your Chapter Advisor: <https://forms.gle/dwt6haMvXevbCcAV6>

Please check back with everyone to be sure they have submitted the forms.

Print out forms on the website and email the signed forms to Ms. Shirlene:

Email your resume to Ms. Shirlene: shirlene.lahosa@gmail.com

Application Checklist

- Candidate online application submitted (this may be done right away before other items)
- School Administrator Affidavit of Support link sent to Principal
- Chapter Advisor Affidavit of Support link sent to Chapter Advisor
- Candidate Resume which includes a small photo of you on the resume.
- Recommendation link sent to 3 teachers

- Most current School Transcript (showing first quarter/semester of this year) If application is sent in early, send transcript after end of first semester if first quarter is not shown.
- State Officer Permission Form also signed by Advisor and Principal
- Resume

Resume should include: Name, School, current grade level, HOSA achievements (officer, committees, etc.), other achievements (other awards, honors, offices held in other organizations), hobbies, etc., Include a head shot photo in bottom right corner of resume. The resume and your paragraph from the bottom of the online application will be posted on our website for all to view and recommend their choices to the Voting Delegates in their chapter. **Do not include address or phone.**

There are no limits to the number of applications from each chapter. All applications will be scored based on the *required items for submission*. The top-ranked candidates will be invited to participate in the next step in the election process.

Application Timeline

November 28, 2022 – February 10, 2023:	Application Submittal Period
February 10, 2023:	Application Deadline
February 17, 2023:	Candidates/Advisors will be notified of application review results
February 17 – February 24, 2023:	Candidate Online Exam
February 27, 2023:	Candidates will be notified of Interview times
March 6, 2023:	Candidate Interviews in Region 1
March 7, 2023:	Candidate Interviews in Region 2
March 8, 2023:	Candidate Interviews in Region 3
March 13, 2023:	Candidate Slating Announcement

At The State Leadership Conference (SLC)

- SLC EVE:** If candidate chapter arrives or candidate is available the eve before SLC, candidate will be expected to help with set-up.
- SLC Day 1:** Candidate Opening Session Practice before Opening Session
Opening session speeches
- SLC Day 2:** Executive Council Breakfast with voting delegates and candidates
Candidate Speeches/Questions
Voting
Awards Session Practice
Executive Council Installation during awards session

Election Process

Candidates who completed the application process will have to complete and pass an online exam with at least a 70%. All candidates who score at least a 70% will be invited to take part in the next step of the election process.

Ambassador applicants will not need to take a test but will be asked to submit an essay.

- The online exam will take place during February 17 – February 24, 2023. Reference material may not be used during the exam. Candidates will have 60 minutes to complete the exam. Suggested Study Reference for the Written Test:
- National Creed
- International HOSA Leadership Conference Theme
- Duties of State Officers
- Review the History and Background of the National Organization, HOSA Handbook, Section A.
- Parliamentary Procedure (know types of motions, order of business, how to make a motion)
- Competitive Event Categories and the Events in each
- Lahosa.org Hosa.org

State Officer Candidate Interviews

Candidates who pass the written exam will be required to participate in Candidate Interviews. Qualified candidates will receive their interview times by February 27, 2023

Interviews will last no more than 20 minutes per candidate. The top-ranked candidates will be invited to participate in the next step of the election process.

Candidates should be dressed professionally or in HOSA uniform and should arrive in the given Zoom room 5 minutes before their scheduled Zoom interviews.

Candidates will be notified of slated positions no later than March 13, 2023.

State Ambassador Candidate Interviews

Ambassador Candidates will have an interview with the committee. Interviews will last no more than 20 minutes per candidate. All interviews will be held in the evenings or on weekends. Other times must be requested.

Opening Session

All slated candidates must participate in the Opening Session Practice at the State Leadership Conference (SLC) before the opening session.

Candidates should be in uniform per dress code.

State Officer Candidate Speeches

All slated candidates will have to give a short speech during the Opening Session and/or Business Session at SLC. Candidates should be in uniform, per dress code

The campaign speech must not exceed two minutes. Know your speech well and make eye contact with your audience; speak confidently. Humor and catchy phrases are ok, but don't over-do it.

Suggested Speech outline:

- A. Tell about yourself.
 - a. Name
 - b. Where you are from/what HOSA Chapter do you belong to?
 - c. Describe your career goals
- B. Describe your previous participation in HOSA.
 - a. Do you currently hold a chapter office?
 - b. Explain why HOSA is important to you
- C. Describe why you want to be a HOSA State Officer or Ambassador
- D. Describe what experience you have that qualifies you to be a HOSA Officer.
 - a. Participation and/or leadership in school activities
 - b. Participation and/or leadership in community activities/volunteering
- E. Briefly identify the goals you hope to accomplish as a state officer.
- F. Give a closing statement that has impact and will make students want to vote for you.

Executive Council Breakfast/Business Session

All candidates will be required to attend the Executive Council Breakfast. Candidates should be in uniform, per dress code.

During the Business session, the following will take place:

After each candidate concludes their speech, they will pull a question from the bowl to answer. Candidates will have 30 seconds to answer the question.

Voting

Voting will take place at the business breakfast immediately after the candidates have concluded their speeches and questions. Candidates are not allowed to be present during voting. Voting will continue until there are no run-offs.

State Officer Election Results

The results of the State Officer Election will be announced at the closing ceremony and awards session. New Officers & Ambassadors will be Installed during the Closing Session at SLC. Candidates should be in uniform, per dress code.

State Officer Uniform

All newly elected State Officers will be required to purchase the Official HOSA Uniform. State Officers should order/purchase their Official HOSA Uniform from Awards Unlimited no later than April 21, 2023. State Officers must have their Official HOSA Uniform by May 15, 2023.

State Officers must have their Official HOSA Uniform tailored to fit if necessary. Lady's skirt length should be at the knee, but **no more than** 2 inches above the knee. LA HOSA may or may not be able to help with cost of uniforms. (To be determined) Previous officers may be selling their uniforms.



Women:

Women's Checklist

- Economy Blazer (*from Awards Unlimited*)
- Economy Skirt (*from Awards Unlimited*)
- HOSA Bowtie (*from Awards Unlimited*)
- Women's Oxford, short sleeve shirt w/button-down collar (*Wal-mart*)
- Pantyhose or thigh high hose in nude or neutral color
- DREAM PAIRS Women's Luvly Bridal Wedding Party Low Heel Pump Shoes (*Amazon.com*) Can be other brand but must be like that one.
Toe must be rounded, not square or pointed; no tall heels

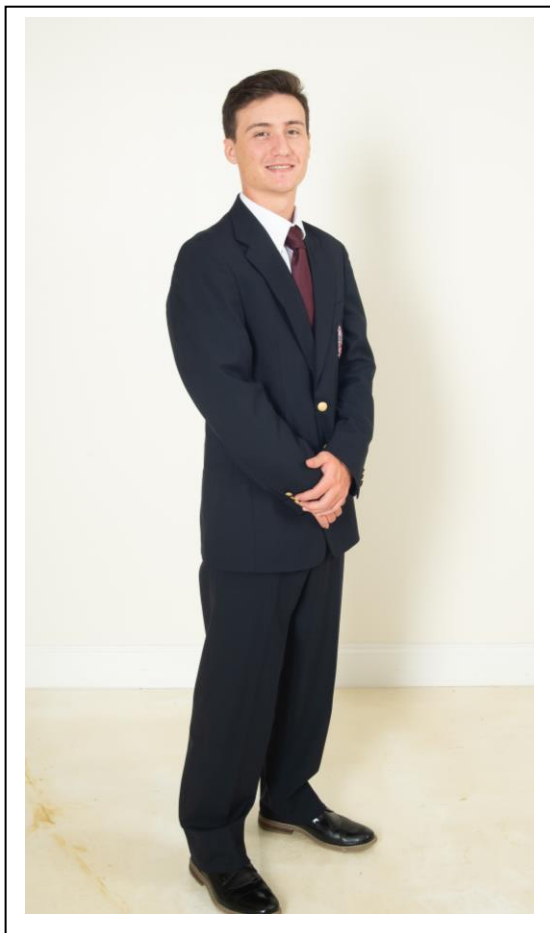
<https://hosastore.americommerce.com/official-attire>



Men:

Men's Checklist

- Economy Blazer (*from Awards Unlimited*)
- Black Dress Pants
- Black Socks
- HOSA Tie (*from Awards Unlimited*)
- George Men's Short Sleeve Oxford Shirt w/button-down collar (*Wal-Mart*)
- George Dress Shoes or similar black shoes
- Black belt





Follow These Tips For Filling Out Applications



- ✓ **Take your time. Give plenty of thought regarding what you want to say before you write it.**
- ✓ Don't fill out an application the last minute before a deadline.
- ✓ Read your answers **out loud** to yourself, then to someone else. Make sure that person will be honest with you.
- ✓ Always have at least one other person proof-read your document. It's a good idea to have that person be an adult who will be honest with you about mistakes or how it sounds and will give you constructive suggestions. (teacher, parent, etc.)
- ✓ **Do not** have your parents or others fill it out; there are always telltale signs that they did it. They are not the ones applying.
- ✓ Do not leave blank spaces—write N/A (not applicable).
- ✓ **Check your spelling. Spelling errors are UNACCEPTABLE!** Remember, spell check isn't always correct.
- ✓ Make sure to use correct forms of words. **Grammar is so important.** Sound smart!
- ✓ Do not write like you are sending a text message. Write words out, do not abbreviate.
- ✓ In essay answers, do not ramble. Be honest and tell the facts. Get to the point but sell yourself.
- ✓ In essay questions, **do not repeat the question in your answer...**just get to the point(s).
- ✓ When asked to **tell something unique** about yourself, be specific ...what makes you who you are? Ex: tell about a talent, do you run marathons, speak 4 languages, have an interesting hobby, personally know a movie star, etc. The question is prompting you to tell who you are. "I'm a people person" or "I like helping people" is **not** unique.
- ✓ **Do not ask your parents to call or email about an application** if you have questions. You need to do this - you are the one applying.
- ✓ Let your personality come through, while sounding professional!

