BECOMING A STATE OFFICER

WHAT TO EXPECT IF APPLYING
Officer Commitments

- All officers must be a reflection of NJ HOSA and its diverse membership both in and out of uniform

- Required meeting attendance*:
  - Monthly Executive Council Meetings
    - Typically on the first Friday (if in-person) or Saturday (if virtual) of the month
    - The school should excuse the students and provide transportation in most scenarios
  - Additional required meetings are often held near conferences to prepare (virtual)
  - One-on-one or committee specific zoom meetings may also occur when necessary

- Officers attend and/or lead a total of 6 conferences*:
  - Global Leadership Academy – September (attend)
  - Fall Leadership Conference – October (lead)
  - Northern Regional Conference – January (lead)
  - Southern Regional Conference – February (lead)
  - State Leadership Conference – March (lead)
  - International Leadership Conference – June (attend)

*Chapter Advisors must accompany their officers at all in-person activities
Applying: Virtually vs. In-Person

The process will differ slightly based on the year’s situation, but here are some general things you might expect:

- **Application- sent to Chapter Advisors in the Fall and due in early January**
  - Must take an exam after that and score a certain amount to qualify for an interview (Exams are virtually administered on a Saturday or Sunday)
  - State Officer Applicant Day (February Friday if in-person or Saturday & Sunday if virtual):
    - Interview (not everyone gets slated to be a candidate based on their app & interview)
    - Speaking Activity
    - State Executive Council Meeting Shadowing

- **Campaigning In Person-**
  - Deliver a one-minute speech to present their ideas to the entire membership
  - Campaigning allowed both days of the State Leadership Conference with a trifold, flyers, etc.
    - Refer to campaigning guidelines for specifics
  - A randomized fishbowl session where candidates will respond to questions on the spot

- **Campaigning Virtually-**
  - One-minute creative video with their campaign message & vision (instead of speech)
  - A digital flyer highlighting their goals
  - The Virtual Campaign Session will be the only “live” portion (Zoom Meeting)
    - Fishbowl questions for Candidates to answer on the spot in the presence of voting delegates
    - Opportunity for Q&A fueled by Voting Delegates
PRESIDENT

★ Responsibilities:
  ○ Organize and **lead** monthly meetings
    ■ Create monthly agendas
  ○ Delegate tasks and **oversee** all committees
  ○ Serve as a primary contact point between advisors and council
  ○ Provide **guidance** and direct council activities
    ■ Hold one-on-one meetings throughout the year
★ May involve themself in all of the committees as needed by committee heads
★ Tips:
  ○ Actively **consult** all other council members
  ○ **Create** distinct channels of communication
  ○ Be willing to **learn** from every task, no matter how small
PRESIDENT-ELECT

★ Help with planning and successfully executing...
  ○ Southern Regional Conference (SRC)
  ○ Northern Regional Conference (NRC)
  ○ State Leadership Conference (SLC)

★ Assist the President
  ○ You will be trained by the President and staff for your term as the President

★ Serve on an executive committee based on interests & skill

★ Tips:
  ○ Be observant and willing to learn
  ○ Explore your leadership style
  ○ Find how you are most effective and can work with the team
  ○ Be proactive!

MUST APPLY AS A SOPHOMORE OR FRESHMAN
NORTHERN REGIONAL VICE PRESIDENT

★ Responsibilities
○ Facilitating open communication within the Northern region
○ Keeping the president and executive council aware of HOSA activities within the Northern region
○ Provide assistance to local HOSA chapters in the state and act as the bridge between members and the state office

★ Committees
○ Regional Committee – bring the two regions together for chapter development & engagement

★ Tips
○ Do your research! See which schools or organizations you can introduce NJ HOSA to and brainstorm ideas for ways to connect the two.
○ Establish a connection with the SRVP! You will be working very closely with them to develop both the Northern and Southern regions of NJ HOSA!
○ Always maintain communication with members! Recognize and utilize your creativity to keep them engaged!
SOUTHERN REGIONAL VICE PRESIDENT

★ Responsibilities:
  ○ Maintaining communications between the local members in Southern Region and the SEC
  ○ Gather and work to implement feedback from members

★ Committees:
  ○ Regional Committee - bring the two regions together for chapter development & engagement
    ■ Feel free to help out the other committees as needed, however!

★ Tips:
  ○ Put yourself in the shoes of the membership to understand and meet their needs
  ○ Be willing to work with the NRVP to maintain unity between the two regions
  ○ Don’t be afraid to explore and make the position your own!
SECREATARY

★ Responsibilities
  ○ Take minutes (written summary of meeting) on Executive Board Meetings
    ■ Organize relevant HOSA data into clear reports
    ■ Edit minutes during the revision portion of meetings for best accuracy
  ○ Serve on an executive committee based on interest & skills
  ○ Coordinate communication through emails and create social media posts for special events

★ Tips
  ○ Make sure to be punctual in terms of submitting meeting minutes
    ■ Feel free to record meeting to go back and listen again
  ○ Do not be afraid to branch out from what the stereotypical secretary role may seem like
  ○ Each secretary has their own style of minutes, have fun finding yours!
    ■ Just make sure everything stays clear and concise
PARLIAMENTARIAN

★ Responsibilities:
  ○ Keeping meetings on time + on task
  ○ Revising bylaws annually, typically voted on at FLC
  ○ Facilitating proper use of parli pro during meetings
  ○ Having RONR on hand if issues of parli pro arise

★ Serves on an Executive Committee based on your interest & skills

★ Tips:
  ○ Know Robert’s Rules of Order well enough to guide proper wording and ensure procedures for motions are facilitated correctly
  ○ Familiarize yourself with the bylaws and have them on hand for quick reference
  ○ Recognize that job title only makes up a small portion of your service to HOSA
HISTORIAN

★ Responsibilities
- Prepare a state newsletter for local members three times a year (fall, winter, and spring/summer)
- Take pictures and videos of events throughout the year
- Keep records of news and important events to be used for the newsletter or other publications
- Assist or lead the video editing/production

★ Committees
- Serve on an executive committee based on interests & skill

★ Tips
- Don’t be afraid to get creative!
- Familiarize yourself with basic editing skills and software
  - Canva, iMovie, Final Cut Pro or Adobe Premiere Pro/Rush
- Get involved with different activities and projects
  - You can always do more than your set responsibilities
MEMBER-AT-LARGE

Responsibilities:
- Facilitating communication between the council and the general members
- Gather and work to implement feedback from members
- Manage Edmodo, the communication platform used by NJ HOSA
- Assist the advisors with the Chapter-at-Large initiative

Committees:
- Serve on an executive committee based on interests & skill

Tips:
- Put yourself in the shoes of the membership to understand and meet their needs
- Don’t be afraid to put yourself out there! Be social and make the members feel involved!
- Don’t be limited by your position! You can always think of new ideas or help others out
THANK YOU
WE HOPE TO SEE YOU APPLY!

EMAIL US WITH ANY QUESTIONS!