

NEVADA HOSA

STATE OFFICER CANDIDATE GUIDE

2017-2018



2017-2018 Nevada HOSA State Officer Candidate Packet

CONGRATULATIONS! The decision to run and serve as a Nevada HOSA state officer is one that sets a person apart as one of the most dedicated and driven leaders in our organization. State officers serve as the leaders of Nevada HOSA and represent the organization to industry professionals, community leaders, education officials, community partners and most importantly the state membership.



Running for office and serving as a state officer will be a positive, life-shaping opportunity. The *Nevada HOSA State Officer Candidate Packet* details the important issues of state officers and provides the specific election process, procedures, and applications.

Nevada HOSA does not discriminate against any person on the basis of race, color, national origin, sex, disability, or age, and that they provide equal access to the Boy Scouts of America and other designated youth groups

IS RUNNING FOR STATE OFFICE RIGHT FOR ME?

The opportunities provided to state officers are tremendous and many of the state officer alumni count their time as an officer as a pivotal experience in their life. Along with the opportunities and benefits of being an officer come many important responsibilities. Those interested should carefully consider the decision to run for state office and what it requires.

The average state officer will spend five to ten hours a week working on their state officer assignments and responsibilities. Prior to state officer meetings, conferences and HOSA events the amount of time required tends to spike as officers finalize preparations and polish up assignments. It is important to realize that, although academics remain the number one priority, officers will not be able to fall behind in their responsibilities as a HOSA officer. Officers will be required to participate in the team decision-making process, perform their assigned tasks, and attend all required conferences and events.



It is important to understand that if elected, officers will be required to attend conferences, officer meetings and HOSA events throughout the year. Officers will not be allowed to leave early, come late, or miss any parts of these events (except in the case of an extreme emergency) without permission. Officers have frequently had to miss out on big games, dances, trips, etc. because they conflicted with their state officer responsibilities. The expectation is that state officer responsibilities and commitments will take priority after an officer's academics.

Anyone willing to make this kind of commitment and that has the drive to succeed and the encouragement and dedication to get the job done should seriously consider running for state office! If unsure, it is recommended members consult with their local advisor and getting their opinion and advice. Those who decide to run for office can be assured that holding state office will be one of the most memorable experiences of their life and one of the most effective career preparation experiences they could ever have while in high school.

To be an eligible candidate the following must be included as part of the officer application and received by the stated deadline:

1. Complete the following forms including necessary signatures (all of these forms are included in this packet). You will want to scan and save them individually, or take photos of each form and save the photos individually:
 - a. General Application
 - b. State Officer Candidate Agreement
 - c. Student Conduct Agreement
 - d. State Officer Travel Authorization
 - e. School Administrator Statement of Support
 - f. State Officer Medical Release Form
 - g. Current Transcript (unofficial is okay)
 - h. One page typed essay "Why I want to be a Nevada HOSA State Officer?"
 - i. One copy of resume (candidate must bring 10 copies to be handed in during the interview at SLC)
2. Application Materials must be submitted via online submission. Do not mail anything!

STATE OFFICER CANDIDATE APPLICATION DEADLINE

February 10, 2017

All forms must be **uploaded** at the link below by the deadline.

Please do not mail, fax, or email any files. The Candidate Application should be uploaded all in one sitting and can be uploaded online at the following site:

www.bit.ly/nvhosaofficerapplication

ELECTED OFFICES

With the new bylaw that was passed at the 2016 SLC, the officer positions have changed. Please see the officer positions that are available for the 2017-2018 term.

State President (Secondary or Postsecondary level)

Northern Region Vice President (Secondary and must be from Churchill County, Elko County, Eureka County, Humboldt County, Lander County, Pershing County, Washoe County, or White Pine County.)

Western Region Vice President (Secondary and must be from Carson City, Douglas County, Lyon County, Mineral County, or Storey County.)

Southern Region Vice President (Secondary and must be from Clark County, Esmeralda County, Lincoln County, or Nye County.)

State Secretary (Secondary)

Postsecondary Vice President (Postsecondary)

ELIGIBILITY

The State officers shall meet the following criteria:

1. Are active members for at least one year prior to election.
2. Are endorsed by the Chapter, Chapter Advisor, school principal, and parent if enrolled in a secondary program.
3. Are endorsed by the Chapter and Chapter Advisor if enrolled in a Postsecondary/Collegiate program.
4. Satisfactorily pass a qualifying exam.
5. Submits a State Officer Candidate Application Form to the Executive Director by the designated deadline.
6. Have a cumulative GPA of 2.5.
7. Submit to a qualifying process as established in policies and procedures during the State Leadership Conference.
8. If elected must sign contract of duties.
9. Members of the State Officer Team are limited to two terms.

NOMINATION

1. Each chapter can have as many applicants as they want. The slating committee will only slate two candidates per chapter, unless there are 6 or less candidates total. The officer candidate shall attend the annual State Leadership Conference to seek election as a state officer.
2. Completed state officer applications must be received by Nevada HOSA by the stated deadline. The deadline is a received by deadline. The application must be submitted online – please do not mail, fax, or email anything!

CANDIDATE PROCESS

1. To be eligible to run for state office a candidate must take the State Officer Candidate Exam. The test will be administered at the State Leadership Conference.
2. A Nominating Committee will be made up of the following committee members.
 - One Board Member as appointed by the Board of Trustees Chair
 - One State Officer as appointed by the Management Team (this officer may not have a candidate for office from their current or previous chapter)
 - One Qualified Advisor
 - The Qualified Advisor:
 - * must not have a current state officer from their chapter
 - * must not have a current candidate for state office from their chapter

- * must not serve on the Board of Trustees
- * must fill out a simple form declaring interest in serving
- * will be selected randomly from qualified advisors who declared interest
- Three Qualified Members, one from each region
 - The three Qualified Members:
 - * must not have a current state officer from their chapter
 - * must not have a current candidate for state office from their chapter
 - * must fill out a simple form declaring interest in serving
 - * must not be in the same chapter as anyone else serving on the committee
 - * will be selected randomly from qualified students who declared interest
 - One Nevada HOSA staff member (such as the state officer coach or the courtesy corps manager) who serves as a non-voting facilitator to advise on region boundaries, process, and qualifications

The Nominating Committee will interview all candidates and slate the candidates for specific offices. The Nominating Committee will submit the slate of candidates to the voting delegates. Applicants will be notified of the interview schedule with the nominating committee.

3. All candidates will be expected to attend the State Leadership Conference and deliver a campaign statement during the opening session.
4. State officers will be elected by the entire delegate assembly after recommendation from the nominating committee. Each active chapter is allowed two (2) voting delegates.
5. State officers shall be elected by electronic ballot at the annual State Leadership Conference during the Business Meeting. A plurality shall elect. In the event of a tie vote, the scores of the test will be used to break a tie.
6. State officers serve from the close of the State Leadership Conference they are elected at through the conclusion of the next State Leadership Conference.

GENERAL DUTIES OF STATE OFFICERS

- Lead the general student membership of Nevada HOSA.
- Establish an annual Program of Work composed of team and individual goals that will benefit Nevada HOSA.
- Communicate regularly and respond promptly to all inquiries for information. All correspondence must be reviewed by state staff.
- Represent Nevada HOSA with excellent standards of professionalism, etiquette, and public relations to promote HOSA.
- Conduct chapter visits throughout the state.

- Submit articles for the Nevada HOSA newsletter and National HOSA e-Magazine.
- Generate social media updates.
- Complete all required reporting documents and keep state staff updated on progress.
- Contribute to the planning, preparation, and implementation of Nevada HOSA conferences, including the Fall Leadership Extravaganza and State Leadership Conference.
- Work with Board of Trustees and state staff to lead Nevada HOSA membership.
- Fulfill the duties of appointed office, including attendance at **all** meetings, events, and conferences.
- Complete all assignments and projects in a timely manner.
- Submit reports on officer projects and activities that benefit HOSA.

NO campaigning is allowed prior to or during the State Leadership Conference. Campaigning may begin once the slate is announced.

Candidates cannot create or distribute campaign materials, including but not limited to: stickers, buttons, brochures, and pamphlets. Candidates cannot use social media sites, including Facebook, to campaign. All candidate promotion must only be done by word of mouth.



GENERAL APPLICATION

INSTRUCTIONS: Complete and return this form as instructed in the State Officer Candidate Packet with supporting documentation. **Forms must be typed.**

Name of Nominee _____

Date _____

Grade Level _____

Expected date of graduation _____

Home Address _____

E-mail Address _____

Telephone: Home (____)____ School: (____)____ Cell: (____)____

Name of Chapter/School _____

School Address _____

Advisor's Name _____

STATE OFFICER POSITIONS:

- State President
- Northern Region Vice President
- Western Region Vice President
- Southern Region Vice President
- State Secretary
- Post-Secondary Vice President

CANDIDATE'S PREFERENCE OF OFFICE:

- 1st Choice _____
- 2nd Choice _____
- 3rd Choice _____

HOSA and or other office(s) held: a. _____

b. _____

c. _____

d. _____



State Officer Candidate Packet 2017 - 2018

- Honors/awards received
- a. _____
 - b. _____
 - c. _____
 - d. _____

What characteristics, abilities, and experiences do you have which make you believe you are a good choice for a state officer? _____

Describe your participation in your local HOSA chapter. _____

Participation in other activities (school, community, etc.) _____

Advisor's comments: _____

*Can attach separate paper.

Submit this application and other necessary forms as outlined in this Nevada HOSA State Officer Candidate Packet. All forms must be received by Nevada HOSA by February 19, 2016.

RESUME FORMAT REQUIREMENTS

INSTRUCTIONS: Candidates are required to submit one (1) copy of their resume with this application. Resumes must follow these format requirements. Any resumes that do not follow the requirement **will NOT** be distributed. *The candidate resumes will be provided to the Nominating Committee members and Voting Delegates so that they can learn more about you as a candidate.*

Paper Size: 8 ½ x 11 format

Type of Paper: Plain white paper only with black type (typewriter or computer generated). Resumes with the use of color paper, color pictures, or color type **will NOT** be distributed.

Distribution: The candidate must bring 70 copies of their resume to their scheduled interview. Do NOT mail the 70 copies to Nevada HOSA – bring these resumes with you to the conference.

What MUST be included on your resume (in any order):

- Your full name, school, state, and current grade level. (Do not use home address or phone numbers)
- HOSA Achievements (i.e. Offices held at the local, state and national levels)
- Number of Years as a HOSA member
- Other Achievements (i.e. Honors, awards, offices held in other organizations)
- Summary Statement explaining: "Why You Want to Be A HOSA National Officer."

Your **one-page** resume must include the above information but is not limited to only those topics. **It is acceptable but not required to use a photo, but the photo also must be black and white.**

The 70 copies of the resume will be turned in during your interview at the conference on Monday evening. If the resumes are not turned in at that time or they are in the incorrect format, the resumes will not be distributed.

The resume is not to be confused with the "General Application" which is part of this candidate guide. This resume is in addition to the General Application.

The resume must be in a professional business format (not in a campaign flyer format). Any resume not in compliance with the above guidelines will not be distributed.

STATE OFFICER CANDIDATE AGREEMENT

Purpose:

Becoming a Nevada HOSA State Officer requires a commitment on the part of all parties concerned. In order to make that commitment, each party must understand their responsibility to this leadership training experience. In order for a candidate to be eligible for office, all parties indicated *must* sign this agreement. State officer candidates should understand that, if elected, attendance at *all* state officer meetings and activities is mandatory and that failure to attend any of these meetings can result in their removal from office, with the exception of emergencies/unsafe traveling conditions. They should also understand that they may be removed from office if in the opinion of the State Management Team they fail to comply with State Officer responsibilities/assignments or participate in activities/conduct which would reflect negatively on Nevada HOSA or the State Officer Team.

If elected, the candidate agrees to:

1. Attend and participate in all meetings (including, but not limited to, state officer meetings, state officer training's, district, regional, state and International conferences) and attest that; "I fully understand the responsibilities and obligations of the position I seek and, if elected, will carry them out to the very best of my ability. I further understand that if, in the opinion of the majority of the Management Team, State Officer Coach, or the Executive Director, I fail to fulfill my responsibilities and obligations of office, and/or I violate the Nevada HOSA Conduct Code, I can be removed from office. Should I fail to complete the duties of my office, I will be liable to return to HOSA the amount expended for my participation during my term in office."
2. Perform to the best of his/her ability the duties of the elected office.
3. Maintain a GPA of 2.5 or better based on a 4.0 scale during their term of office.
4. Maintain active membership in a Secondary or Post-Secondary chapter by signing up for membership and paying national and state dues.
5. Participate in **ALL** activities scheduled by the Executive Director or State Officer Coach of Nevada HOSA including, but not limited to:

April 2017	State Officer Parent & Advisor Orientation Call
May 18-20, 2017	Nevada CTSO Welcome Leadership Retreat Las Vegas, NV
June 20-24, 2017	National Leadership Conference in Orlando, FL
September TBA, 2017	Washington Leadership Academy, Washington D.C.
December TBA, 2017	Leadership Rally – Elko, NV
December TBA, 2017	Leadership Rally – Reno, NV
December TBA, 2017	Leadership Rally – Las Vegas, NV
January TBA, 2018	State Officer SLC Planning Meeting, Reno, NV
March TBA, 2018	State Leadership Conference, Reno, NV

In addition to the required state officer events above there will be additional travel required for chapter visits and other opportunities that may arise throughout the year.

The Parent(s) and Candidate Agree To:

1. Authorize the release of scores received for the Officer Candidate Exam to the members and advisors of HOSA.
2. If elected, authorize the candidate's cell phone number to be printed on his/her official business cards, if applicable, unless alternative arrangements are requested in writing to State Staff.
3. Grant permission to Nevada HOSA and its staff/contractors, State Department of Education, and sponsors/supporters to use the above delegate's name and likeness (including photographs, video



footage, silhouettes, and audio clips) in publications, productions, promotions and on websites for informational, promotional and other related purposes without further consideration, and acknowledge the right of Nevada HOSA to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion.

- 4. Pay for certain costs associated with being a State Officer as may arise throughout the year.

The Parent(s) Agree To:

- 1. Permit the candidate to participate in all scheduled Nevada HOSA activities, State Officer meetings, chapter visits, and other official officer duties.
- 2. If the student is elected, permit, and in the case of parents, authorize the student to visit Nevada schools and participate in Nevada HOSA chapter activities for the purpose of conducting official HOSA state officer business.
- 3. Encourage the candidate to take full benefit of the leadership development experience.
- 4. Attend any scheduled Nevada HOSA activities when they so desire.

The Advisor(s) and All School Officials Listed Below Agree To:

- 1. Recommend for state office only those candidates who are qualified. (See information provided.)
- 2. Ensure the candidate's attendance at all Nevada HOSA activities.
- 3. Permit the candidate to visit Nevada schools and participate in HOSA chapter activities for the purpose of conducting official HOSA state officer business.
- 4. Certify that the candidate has earned a GPA of 2.5 (4.0 base) or better for the term preceding the election and that officer maintains this during their term of office.
- 5. Read the Candidate Agreement and Participant Code of Conduct and discuss it with the student.

Candidate Signature¹

Date

Chapter Advisor Signature

Date

Parent Signature

Date

Administrator Signature

Date

¹ If you change schools at any time during your state officer year and signatures above are not complete and current; this document must be signed again and resubmitted to Nevada HOSA.

STUDENT CONDUCT AGREEMENT

The following conduct policies apply to all state officers and will be in effect for the full duration of their term of office. Official conference and activities begin when the officer leaves home for the event and ends when they return home, therefore this code is in effect throughout this entire period of time.

"I agree to follow the State HOSA Officer Code of Conduct while I am representing Nevada HOSA as a member of the State Officer Team. I will resign my office if I fail to follow this code."

- I will not possess or consume any alcoholic beverages, tobacco products, or illegal substances of any kind.
- I will follow the established curfew. Curfew means I am quiet and in my own room with only those assigned to be there.
- I will apply appropriate leadership principles at all times. These include, but are not limited to the following: consensus building, compromising, listening, respecting other people's opinions and possessions, maintaining enthusiasm and involvement, and conflict resolution through open communications.
- I will wear appropriate dress at all official functions. Denim and jean-like apparel are appropriate at certain dances, but not during any other official sessions or meeting.
- I will not be engaged in any inappropriate or illicit behavior. I will immediately remove myself from all situations that could compromise my professional image.
- I will not deface public property. I will be responsible for any damages caused to rooms or facilities.
- I will keep the state HOSA staff informed of my whereabouts and activities at all times, where the activities are an official function of my office, or while I am in their charge.
- I will be prompt and prepared at all times. I will carry out my duties and responsibilities to the best of my abilities. I will always conduct myself in a professional manner as a representative of HOSA.
- I will attend all official conference activities, unless I receive proper approval from state staff to be absent. If I am unable to participate in all required State Officer meetings, I will resign my office. Special permission must be received from the state advisor or state officer coordinator to be excused from required meetings.
- I will keep my chapter advisor informed of all official correspondence. I will forward a copy of all official correspondence written by me to the state office.
- I will follow my local school policies where they are more restrictive than the state policies and guidelines.
- I am responsible for reporting any violations of these codes of conduct committed by myself or by fellow officers.
- I will participate in all activities required of me at a conference, meeting, or official state officer function.

If other situations arise that are not covered by the Code of Conduct for State HOSA Officers, I will use my best judgment in the situation. Above all I will try to act in such a way that I will reflect positively on Nevada HOSA.

Student's Signature

Date

Parent's Signature

Date



STATE OFFICER TRAVEL AUTHORIZATION

To be completed for each official state officer meeting/meeting.

Event or Meeting Description: **All State Officer Responsibilities During Term in Office**

Student Name: _____ Phone: _____

School Name: _____ Phone: _____

Transportation plan for arriving at the event/meeting:

If you will be staying overnight at a location, other than your home, on your way to the event/meeting, please describe the location, address, phone number and name of chaperone at this location.

Transportation plan for returning home from the event/meeting:

If you will be staying overnight at a location on your way home from the event/meeting, please describe the location, address, phone number and name of chaperone at this location.

All students must adhere to their local school district's student transportation policy and procedures. Please attach a copy of the completed district form pertaining to student travel for this event — **or** — **complete the form on the next page.**



Initial each of the following that apply:

___ The above named student may drive herself/himself to the above function as part of her/his official responsibilities.

___ The above named student will be transported to the above function as part of his/her official responsibilities by means of ___ parents and/or ___ public transportation (Check One).

___ The above named student will be allowed to ride with _____, another State Officer, to get to and/or from the above function as part of her/his official responsibilities.

___ The above named student will be allowed to ride with representatives of the state association or its agents/contractors to get to or during the above function as part of her/his official responsibilities.

___ The above named student will be allowed to ride with other state officers DURING the State Officer Meeting as needed to facilitate transportation. "During" is defined as the time between the scheduled start and finish of the meeting as outlined in this document. (If you do not want your child riding with other officers black out the "X" next to this item and initial to the left of it)

The Transportation Consent Form includes two pages. By signing below the parties agree to abide by all policies and information included on both pages of this form.

As a school district official, my signature below verifies that the above modes of transportation are not in violation of the _____ School District student transportation policy.

School Administrator

Date

I agree to adhere to the above named school transportation policy and modes of transportation.

State Officer Signature

Date

I agree to allow my child to use the above named mode(s) of transportation and give permission for my child to attend this meeting.

Parent or Guardian Signature

Date



**SCHOOL ADMINISTRATION STATEMENT OF SUPPORT
NEVADA HOSA STATE OFFICER CANDIDATE APPLICATION**

Candidates need to secure the official endorsement of their HOSA chapter advisor and school administrator as an officially supported state officer candidate.

I understand that **HOSA** is a national and state organization officially endorsed by the U.S. Department of Education and sponsored by the Nevada Department of Education as a co-curricular and integral instructional tool of the classroom.

I understand that _____ (candidate name) has been officially endorsed by our school’s HOSA chapter, our HOSA chapter advisor, and his/her parents/guardians to seek Nevada HOSA State Office.

I understand that if the above named student is successfully selected to serve as a State Officer that he/she will be required to attend meetings, leadership conferences, and education activities that on occasion may occur during the regular instructional period.

Our school agrees to maintain an active local HOSA chapter and chapter advisor during the above named student’s term of service as a Nevada HOSA State Officer.

Our school agrees to support the above named student’s duties and responsibilities as a Nevada HOSA State Officer including approval of absences or providing chaperones for Department of Education or Nevada HOSA official functions. We also understand that it is the local chapter’s responsibility to comply with any school district policies and practices regarding a state officer’s participation in Nevada HOSA official functions.

I understand that serving as a Nevada HOSA State Officer is a position of high honor and important responsibility to our school, community, and the citizens of Nevada. Our school pledges to work in partnership with the Nevada Department of Education and Nevada HOSA to ensure the success of the above named student’s leadership, academic, and career pursuits while serving as a State Officer.

AUTHORIZED BY:

Print Name of Administrator

Print Name of Advisor

Print Title of Administrator

Print Title of Advisor

Signature of Administrator

Signature of HOSA Advisor



STATE OFFICER MEDICAL RELEASE FORM

DIRECTIONS: All State Officers and their parent/guardian must complete this form. *This authorization is valid through your term as a State Officer. PLEASE TYPE OR PRINT NEATLY ALL INFORMATION. Retain a copy for your files.*

STATE OFFICER NAME

Home Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Local Advisor _____ School Name _____

Principal _____ School Phone _____

Parent/Guardian Name _____ Work Phone _____

EMERGENCY CONTACT

Name _____

Primary Phone _____ Cell _____

Alternate Name _____

Primary Phone _____ Cell _____



MEDICAL BACKGROUND

Please completely describe any medical condition, which may recur or be a factor in medical treatment.

- 1) Allergy_____
- 2) Physical Handicap_____
- 3) Convulsions_____
- 4) Medicine Reactions_____
- 5) Blackouts_____
- 6) Disease of Any Kind_____
- 7) Heart or Lung Problems_____
- 8) Other (Please be specific)_____
- 9) Asthma_____
- 10) Epilepsy_____

If currently taking any medication, please provide the name of medication_____

Physical restrictions or other conditions that should be known? _____

INSURANCE INFORMATION

Are you presently covered by group/medical insurance? ___Yes ___No (if yes, complete the following):

Name of Insured_____

Insurance Company_____ Group #_____ Policy #_____

Physician's Name_____ Telephone_____

Office Address_____ City_____

<p>PARENT/GUARDIAN: (if under 18 years of age) Please check one of the following and sign your name.</p> <p>_____ A. I give my permission for immediate medical treatment if required in the judgment of the attending physician. Notify me and/or any persons listed above as soon as possible.</p> <p>_____ B. I do not give my permission for medical treatment until I have been contacted.</p>



LIABILITY RELEASE:

I certify that the information described above is accurate and complete to the best of my knowledge. I understand that each individual is responsible for his/her own insurance coverage, health, and medical wellbeing. I understand that the association and its agents/contractors are not medical professionals and that communication of any health issues does not transfer responsibility for care, payment, or insurance coverage.

Further, on the behalf of the above named student the undersigned absolve and release the school officials, the HOSA chapter advisors, the HOSA staff/agents/contractors from any claims for personal injuries/damages which might be sustained while he/she is en route to and from or during the HOSA officially sponsored activities.

I authorize the chapter advisor, HOSA staff/agents/contractors to secure the services of a doctor, hospital, or other medical attention for the above named delegate. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs.

We have read and agree to abide by the Participant Code of Conduct. Should a conduct code violation occur, law enforcement personnel and or security may be called to assist, and a conduct code committee may be called with the ultimate punishment being that the student may be disqualified and sent home at their/their family's expense and/ or be removed from office if in an officer status. If the delegate is sent home reasonable care shall be exercised to ensure a safe, expedient, and financially feasible mode of transportation back to the home community of the delegate involved. We are aware of the consequences that will result from violation of any of the above guidelines.

I hereby release the chapter advisor, HOSA staff and its agents/contractors or any designated individual in charge of group or specific activities from any legal and financial responsibility with respect to my personal or my student's/child's participation.

The Medical Release Form includes three pages. By signing below the parties agree to abide by all policies and information included on all three pages of this form.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Chapter Advisor Signature: _____ Date: _____

School Official Signature: _____ Date: _____