



NEVADA HOSA

Leading the way in Nevada

State Officer Handbook

**2010-2011 Policies & Procedures
Governing the Nevada HOSA
Executive Leadership Program**



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State Officer Handbook



GENERAL RESPONSIBILITIES OF STATE OFFICERS

Nevada HOSA State Officer Responsibilities Include:

Religion, Education, and Family

We recognize that many state officers have a strong commitment to religion, family, and education. HOSA should be the next priority on your list.

In selecting your personal priorities, keep in mind that HOSA DOES NOT take precedence over your education.

Your parents, family, and guardians form the foundation of your leadership, skills, intellect, and development as a citizen. Do not forget to keep them informed, apprised, and involved in your HOSA service. Ask for their help, seek their counsel, and make sure your family members know of your new commitments and the hours you will be volunteering.

Vince Lombardi said, "Winning isn't everything, but wanting to win is!" You have an obligation to yourself and those you serve to want to succeed, to achieve as much as you can, and be the best at all times.

Nevada HOSA Members

Your foremost responsibility as a State Officer is to represent the many HOSA members throughout the organization. As a state officer, you are not merely a representative of your home chapter or region, but an ambassador and leader of a state-wide organization.

You are responsible for helping chapter officers effectively lead and serve local members.

As a state ambassador of HOSA, the impression you make on other people will have a significant impact on how they judge the entire association. Consequently, you must always be mindful of the image you project in appearance, in speaking, in writing, and in manners.

You are charged with the responsibility of projecting yourself as a professional student leader and developing enthusiasm whenever you speak for HOSA.

The growth of HOSA depends on the performance of your duties and the impression you leave with people who are interested in HOSA activities. You are responsible for responding timely and appropriately to any member requests for assistance.

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HOSA Chapters

A State Officer must be prepared to assist chapters in their HOSA growth and development.

The contribution you are able to make to chapters will be in direct proportion to your understanding and communication of the fundamentals of HOSA, your use of good judgment, your willingness to help, and your enthusiasm.

State Officers should always be prepared, on any occasion, to make impromptu remarks or "say a few words" about HOSA. To do this you should know and understand the bylaws, creed, tagline, and general historical and current facts about HOSA.

As a State Officer, you should remain neutral and outside of any debates or issues that can arise in a chapter. From time to time controversies will occur in a local chapter. For your own protection, and that of the Association, you are not to take a position, endorse a candidate, or in any other way involve yourself in the internal chapter issues.

The Association

As a State Officer, you have the challenge of providing guidance, leadership, and inspiration to ALL HOSA members. The example that you set will affect each member's enthusiasm and involvement. State Officers are required to adhere to the Code of Ethics, Code of Conduct, Dress Code, and Pledge.

You must at all times exhibit the qualities of leadership that will contribute to the growth of HOSA through its many members. It is your duty to share ideas, recommendations, and solutions that meet needs and improve service.

As you reach for higher goals, you will also encourage those you meet to have the same desire for self-improvement and higher goals.

Nevada HOSA State Executive Council

As a State Officer you are a member of a team of state leaders. It is the responsibility of this team to collectively work to meet the needs of the members of HOSA.

You are responsible for working with the other officers, meeting your commitments to them, and to be honest and straightforward in your communication with them. You owe it to your fellow officers to always treat them with respect and courtesy.

It is your duty to regularly correspond with other members of the team regarding your progress on action items and to provide feedback and assistance.

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Local Chapter Advisor(s)

Your local chapter adviser(s) are a critical component of the State Officer support network. State Officers need to keep their advisor(s) informed of their activities and included in correspondence and outreach. Officers must send a copy of their monthly report to their advisor each month.

If you require the use of school facilities, resources, or administrative approval for State Officer activities you must coordinate with your local chapter advisor prior to taking any action.

Chapter advisors should be informed of any travel you plan to make to accomplish official state officer duties including meetings, chapter visits, and presentations to local business leaders and elected officials. It is your responsibility to inform them.

State Staff

The HOSA Board of Directors, State Advisor, Judge Coordinator, Administrative Assistant and your Officer Coach are responsible for the management and operation of Nevada HOSA and constitute your *State Staff*. Throughout the year you will also work with professional leadership trainers, event professionals, and other service suppliers. The people employed by HOSA are committed to making your term as a State Officer a successful and rewarding experience.

Your cooperation, communication, and responsiveness to their requests are vital to the progress of HOSA. The State Advisor and your Officer Coach must be copied on all state officer correspondence.

Finances and implementation of policies and procedure are the responsibility of the State Advisor. State Officers are not authorized to enter into any contractual relationship or make commitments on behalf of the association without specific authorization from the State Advisor.

HOSA in Action

State Officers are the key ambassadors of HOSA. This means developing an in-depth knowledge of the association, its goals, and strategy for success. This also means effectively communicating the important mission of HOSA to business, government, education, and community leaders.

As an officer you are expected to know about competitive events and how they run, and be able to communicate clearly association updates and or changes from both the state office and the National office. You can learn about these changes by monitoring the Web sites.

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Furthermore, you are charged with seeking opportunities for HOSA to develop new partnerships and enhance current relationships.

You are responsible for working with the Board of Directors to gain support from business and government officials so that HOSA can continue to provide amazing educational and leadership opportunities to its members.

Unauthorized Activities

- ▽ State Officers may not endorse or support candidates for local or state office.
- ▽ State Officers may not personally endorse any product, item, or service on behalf of health science education or HOSA.
- ▽ State Officers are not permitted to accept personal honorariums or payments for services performed as an HOSA State officer.
- ▽ State Officers are not permitted to obligate HOSA for funds or services of any nature without approval.
- ▽ State Officers may not get involved in local chapter issues and political concerns by offering interpretations of Nevada HOSA policy or rules.
- ▽ State Officers may not hold official meetings or appoint other members or committees without the express endorsement of Nevada HOSA.
- ▽ Romantic relationships between State Officers or members is not allowed.
- ▽ State Officers are not allowed to violate any aspect of the Code of Conduct.
- ▽ State Officers are not allowed to transport another member or State Officer to or from an official HOSA function unless permission is granted.
- ▽ State Officers are not allowed to send correspondence to chapters, school officials, or business leaders without first being reviewed by the State Officer Coach and/or the State Advisor.
- ▽ State Officers are never allowed to leave a meeting site (hotel or otherwise) for any reason (even to run a quick errand or to grab a bite to eat) without the express consent of the state advisor or the officer coach.
- ▽ State Officers are not allowed to campaign for other students seeking election to state office and should not engage in any activity which could be seen as campaigning on behalf another student.
- ▽ State Officers are not allowed to send correspondence to advisors without first receiving approval from the state advisor or the officer coach. Casual correspondence with the purpose of facilitating ongoing conversation with a particular advisor is permissible without review, but any formal communications or communications sent to more than one advisor must be approved before sent.
- ▽ State Officers are ALWAYS required to abide by strict curfew standards and are never allowed outside of their room (except in the case of a dire emergency) after curfew. Unless otherwise stated curfew at any event/meeting is 11:00 PM.

WHO'S WHO IN NEVADA HOSA

Nevada HOSA is a volunteer led, staff supported, student driven nonprofit organization dedicated to developing the health science leaders and entrepreneurs of the future. A close partnership between the National HOSA organization, Department of Education, students, advisors, alumni, business leaders, parents, and staff make the mission possible. State Officers should have a clear understanding of the roles of all leaders who make the work of Nevada HOSA happen.

National HOSA

HOSA is our parent organization and how Nevada HOSA receives its state charter and nonprofit 501(c)3 status. HOSA rules and regulations are customized to fit the specific needs of each state. HOSA also serves as a resource, guide, and producer of programs, recognition, and membership materials.

Nevada Department of Education

The Department of Education holds the State Charter of HOSA granted by the National Association. The Department assumes oversight responsibility, financial accountability, and educational integration. The Department appoints the State Advisor for HOSA.

State Advisor

The State Chair is a representative of the Department of Education. The State Advisor assumes oversight and policy direction for HOSA.

The State Advisor is responsible for managing, directing, and implementing the activities and policies of HOSA. The State Advisor manages day-to-day operations and provides leadership for finance, membership, administration, programs, officers, state conference, and national conference participation. The State Advisor works closely with the Board of Directors to administer long term policy and goals for Nevada HOSA.

Board of Directors

The Board of Directors is the Nevada HOSA state policy board. It is composed of the State Advisor, State Officers for the Current year, Vice President Health Science Division, and Two to Four Business and Industry Professionals. They will be elected at the biannual meetings each year and will serve a two year term, except for the state officers are one year and the state advisor will be the NDOE health science consultant. A Chairperson will be elected each year in the fall to serve this office for one year. All members except the state advisor are voting members.

Officer Coach

The State Officer Leadership Coach is a Nevada HOSA staff member responsible for the ongoing training and development of State Officers. The Coach is a trainer, mentor, counselor, and advisor for Officers. All Officers are required to work in partnership and to be in regular communication with their Coach at all times.

GENERAL EXPECTATIONS OF STATE OFFICERS

Nevada HOSA State Officers are expected to be models of the ultimate HOSA leader. In addition to attending conferences, State Officers and their local chapters are *expected* to be in good standing and participate and get involved in the following HOSA programs and opportunities:

General State Officer Expectations

- ▽ Submit membership dues by October 15 to National HOSA.
- ▽ Participate in HOSA membership, leadership, and participation programs.
- ▽ Plan, develop, and deliver workshops at SLC, NLC, FLEX, Summit, Legislative Training.
- ▽ Conduct chapter visits as requested and assigned.
- ▽ Follow through on all Program of Work and Accountability Chart items as assigned during officer meetings.
- ▽ Complete all assignments on time and ensure that the work put forth represents your very best effort you are personally capable of.
- ▽ Maintain at least a 2.5 GPA for the duration of your year as an officer.
- ▽ Be a member of an active chapter
- ▽ Be a model member in your chapter. Go to chapter meetings, help plan chapter events and fundraisers.
- ▽ Follow the law.

Expectations of Chapters of State Officers

- ▽ Submit initial membership dues online by the stated deadline and all dues throughout the year, and definitely before the final membership deadline.
- ▽ Contribute names of HOSA alumni members to the Alumni Division.
- ▽ Encourage chapter to use National Recognition programs.
- ▽ Maintain on file a current version of chapter bylaws.
- ▽ Meet or exceed last year's membership total.
- ▽ Establish chapter goals/program of work and chapter calendar.
- ▽ Meet with local advisor to discuss state office responsibilities.
- ▽ Purchasing a official uniform in accordance with the Nevada HOSA dress code.

SPECIFIC DUTIES OF STATE OFFICERS

All state officers are required to perform all duties as prescribed in the Nevada HOSA bylaws and perform the following duties as outlined by each position:

Duties of the State President

- ▽ Preside over and conduct all State Executive meetings and all conferences held in Nevada HOSA according to Robert's Rules of Parliamentary Procedure.
- ▽ Ensure the Nevada HOSA State Bylaws are current and consistent with National HOSA bylaws.
- ▽ Fulfill all of his/her State Officer responsibilities as outlined in the Nevada HOSA Articles of Incorporation and Bylaws.
- ▽ Perform other duties for the promotion and development of local, regional, state, and National HOSA.
- ▽ Lead the State Officer Team to successfully completing the State Officer Program of Work.
- ▽ Report on Nevada HOSA to the HOSA National President.
- ▽ Serve as a Nevada HOSA State Voting Delegate at national conferences.
- ▽ Serve on the Board of Directors, NACTE representative, and Nevada's WLC representative.
- ▽ Participate in all related conference calls and knows the parts affiliated with this office.
- ▽ Complete the presidents section of the state newsletter.
- ▽ Serve as a voting member on the Nevada HOSA Board of Directors.
- ▽ Attendance at all Nevada HOSA events including NLC.

Duties of the Post-Secondary Vice President

- ▽ Serve as a voting member on the Nevada HOSA Board of Directors.
- ▽ Serve as the Nevada Historian. Responsible for taking digital pictures of Nevada HOSA events and activities to be used online, in state publications, and the Official State Scrapbook.
- ▽ Responsible for the Collegiate portion of the state newsletter.
- ▽ Serve as a Nevada HOSA Voting Delegate at national conference.
- ▽ Participate in all related conference calls and knows the parts affiliated with this office.
- ▽ Attendance at all Nevada HOSA events including NLC.

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Duties of the First Vice President

- ▽ Serve as the WLC representative on odd years.
- ▽ Responsible for working with the Second Vice President on the Year in Review program.
- ▽ Preside over and conduct all State Executive meetings and all conferences held in Nevada HOSA according to Robert's Rules of Parliamentary Procedure when the president is unavailable.
- ▽ Serve as a Nevada HOSA Voting Delegate at national conferences on even years.
- ▽ Participate in all related conference calls and knows the parts affiliated with this office.
- ▽ Serve as a voting member on the Nevada HOSA Board of Directors.
- ▽ Attendance at all Nevada HOSA events including NLC.

Duties of the Second Vice President

- ▽ Serve as the WLC representative on even years.
- ▽ Publisher for the Nevada HOSA Spring Newsletter.
- ▽ Responsible for working with the First Vice President on the Year in Review program.
- ▽ Preside over and conduct all State Executive Council meetings and all conferences held in Nevada HOSA according to Robert's Rules of Parliamentary Procedure when the president or first vice president is unavailable.
- ▽ Serve as a Nevada HOSA Voting Delegate at national conferences on odd years.
- ▽ Participate in all related conference calls and knows the parts affiliated with this office.
- ▽ Serve as a voting member on the Nevada HOSA Board of Directors.
- ▽ Attendance at all Nevada HOSA events including NLC.

Duties of the State Secretary

- ▽ Responsible for all correspondence including taking minutes at meetings and keeping track of attendance.
- ▽ Serve as Flag Bearer at the National HOSA Conference.
- ▽ Publisher of quarterly newsletter.
- ▽ Participate in all related conference calls and knows the parts affiliated with this office.
- ▽ Serve as a voting member on the Nevada HOSA Board of Directors.
- ▽ Attendance at all Nevada HOSA events including NLC.

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Duties of the Local Chapter Advisor to State Officers

- ▽ Ensure that State Officers have safe and reliable transportation to all required meetings and events.
- ▽ Ensure that State Officers comply with all district and school policies regarding absences, travel, grades, and chaperones.
- ▽ Serve as the primary contact between parents, school officials, and the State Officer.
- ▽ Accompany the State officer and/or provide acceptable chaperonage for all Executive meetings, conferences, or any other activity during which the State Officer is acting in his/her official capacity and chaperones are required by the School District.
- ▽ Oversee the duties the State Officer and maintain regular communication with the State Officer Coach on matters concerning the success and activities of the State Officer.
- ▽ Review the State Officer's correspondence.
- ▽ Provide guidance, recommendations, and advice regarding the operations, decisions, and direction of Nevada HOSA.
- ▽ Participate in the successful administration of the SLC, NLC, FLEX, Summit, and Legislative Training.
- ▽ Contact the State Officer Coach regarding questions, circumstances, or recommendations that impact State Officer performance.

HOSA STATE OFFICER SERVICE ATTITUDE

Taking the **EXTRA STEP** as a State Officer is not a program—it is an attitude. The **EXTRA STEP** is not something you strive to be—it is something you always **DO!**

Extraordinary Customer Service. The difference between ordinary and extraordinary is that little “extra.” State officers don’t wait for things to happen—they make things happen. State Officers anticipate the unmet need and get other leaders involved to solve it!!

X-Factor. “X” is the unknown quantity. State Officers take initiative to seek and find opportunities to serve. They go above and beyond to find solutions to challenges. State Officers isolate factors that influence HOSA and through innovation and creative thinking wholeheartedly pursue short-term actions that produce long-term results.

Top of Mind Awareness. State Officers are HOSA’s ultimate brand. Building relationships and external awareness is the key to being first in the minds of students and stakeholders. When someone thinks “student leadership,” “outstanding organization,” “health science occupations,” “community leaders,” or “excellent opportunity,” they think of HOSA.

Results-Driven. State Officers take every action with the end in mind. They are obsessed with results—not activity. State Officers think, “How will this action delight our members and meet needs?” The ultimate result of HOSA success is a growing association of involved students. State Officers know that growth isn’t a goal to achieve—it is a measurement of how well we deliver value and build business leaders.

Ambassadors of Leadership Excellence. State officers are the vision and hope of business leadership excellence in action. State Officers know business and they know the business of HOSA. State officers are HOSA to the world. They host in any environment and work to make everyone feel warm, welcome, and important through their charm, grace, and sincerity.

Speak to the Fans! Effective communication takes powerful planning and dynamic delivery. State Officers are expected to be inspiring, educational, persuasive, and informational in any environment.

Timeliness. State Officers are on “leader time.” As masters of time, they are masters of efficiency, organization, and delegation. State Officers start projects early—not when they are due. They know their limits and know how to say “NO.” They communicate the status of projects, get others involved to help get the job done, and seek clarity and assistance well in advance of the deadline. State Officers know they have less than one year to make a positive impact. They pursue service urgency knowing they can celebrate after a job is well done.

Evaluation. State Officers know that there are lessons learned in looking back that will help propel themselves and HOSA forward. State Officers are dedicated to improving themselves and actively seek and report customer feedback and stakeholder input. State Officers are not afraid of mistakes. They are afraid of missing opportunities because they did not take time to evaluate.

Project Planning. State Officers know that service is 90% successful project completion and 10% on stage success. They work to produce perfect project results for members and chapters!

HOSA STATE OFFICER RULES

State Officers know that the person who knows the rules—rules. In all matters Officers are expected to abide by the following team rules:

1. Share the Air

Leaders must communicate! There are loud and quiet leaders. Both are badly needed. If you are a loud leader let others be heard. If you are a quiet leader make yourself heard!

2. Seek Clarity

The only dumb question is the one not asked (actually...the same question asked repeatedly or because you have not read your material still counts as dumb). You are the owner of your understanding. Do not fake it 'till you make it. Be sure! Be brave! Seek clarity!

3. Home Sweet Home

The officers you serve with are part of your family. The places where we meet and conduct business are extensions of our home. You are the host. Take care of your family! Clean up after your home! Make others feel like welcome guests!

4. Leader Time

Early is on time. On time is late. Late is left. Be where you are supposed to be, doing what you are supposed to be doing, when you are supposed to be doing it!

5. Be Your Best

Those you serve expect your best. "Be" is a continuous state. You are a leader and a representative of your family, school, and association AT ALL TIMES! Being your best is not compared to anyone else—it is compared to the talent potential you have. Many leaders can be better than others, but they fall short if they are not reaching their limits.

6. Whoop! Shut it Down!

Be constructive not destructive! Negative leaders drain energy while positive leaders fill others up with energy. Shut down negative vibes. Do not tolerate it from others. No negative language—in word, thought, or deed!

7. Obey the Law of Stupidity

Don't be stupid! Think before you act—and think of those who are counting on you! Appreciate delayed gratification. Don't play the system or manipulate your way. Remember, excuses satisfy those who make them.

8. Have Fun!

Having fun leading doesn't mean it was an all out thrill ride 100% of the way. It means you enjoyed the ride. The experience was worthwhile. You would do it over if you had the chance! When you think back you smile at the results, friendship, and memory.

PROFESSIONAL IMAGE & OFFICIAL DRESS

Official Officer Uniforms

State Officers are always "on stage," consequently you must be mindful at all times of the image you project in appearance, in conversation, and in manners.

As a state representative of Nevada HOSA, the impression you make on others will have a significant impact on how they judge the entire association. The image that you portray will have a major impact on the success that you will have as a State Officer.

You have many talents and abilities and it is important that you have the opportunity to share them. By maintaining a professional image and conducting yourself professionally at all times, you will be in the best position to make a positive and dynamic impact.

Participants in HOSA conferences are required to adhere to the HOSA Dress Code. State Officers are expected to go beyond mere adherence to the HOSA Dress Code and to be models of business professionals. *State Officer attire should always be, at a minimum, clean, polished, and well pressed.*

OFFICIAL UNIFORM: The Nevada HOSA State Officer Uniform is professional attire determined by the State Advisor. This includes the official HOSA blazer with emblem, navy skirt or navy slacks, maroon tie, white collared shirt, tan nylons or black socks, and black shoes. The official uniform also includes the Nevada HOSA State Officer name badge. All officers are responsible for purchasing their uniforms.

BUSINESS CASUAL UNIFORM: State Officers are State Officers all of the time and your dress should always reflect a professional image. HOSA understands that, on occasion, it is acceptable to wear attire other than the official uniform. The official business casual uniform is the State Officer Team polo shirt with color coordinated slacks (guys/girls). The design of these shirts will be determined by the current state officer team. The casual uniform is purchased by Nevada HOSA and is the property of Nevada HOSA.

In addition, there will be times when it is appropriate to wear business attire which is not necessarily your officer uniform. Officers should use their judgment and consider the purpose and nature of each event when determining the attire they will wear.

WORKING UNIFORM: State Officers will also be issued a Nevada HOSA scrub outfit. This uniform represents the workforce in which our organization represents. It will be worn only at official HOSA events designated by the State Advisor or State Officer coach.

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HOSA "gear" (e.g. HOSA clothing or conference sweatshirts/t-shirts), dress shorts, and other business casual attire are acceptable if indicated in advance communication.

If dress specifications are not indicated, officers must use good judgment in selecting appropriate attire for events. You'll always be safe in your official uniform.

Travel Attire

When traveling on behalf of HOSA, State Officers always wear their HOSA official uniform (driving, airline, train, etc.). In some cases it may be permissible to wear the business casual or working uniform. **State Officers must always travel in official dress, especially if traveling by air or if there is a chance that time will not allow for changing into professional dress once on-site.**

Virtual Image

In today's connected world, a leader's virtual image can be as critical as their personal, live appearance. Leadership requires consistency...of vision, effort, priority, and image. It is difficult to be taken seriously as a leader when an alternate image exists for members and other constituencies to see. State officers must ensure that all elements of their image, real and virtual are consistent and communicate the intended message. Email format and signatures, voice mail messages, website profiles, MySpace, Twitter Facebook and all other social networking pages, and all other "content" that can be seen, heard, or viewed by members, advisors, administrators, alumni, or business partners, are all examples of the opportunities you have to create and support your image as a true professional student leader.

GENERAL TRAVEL POLICIES & PROCEDURES

One of the primary responsibilities of a State Officer is that of being an ambassador for the association and role model for members. An officer's attitude and actions must at all times be of the highest standard. An officer should always be prepared and willing to answer questions and be of assistance to members, advisors, and HOSA supporters.

Travel Arrangements

Traveling on HOSA business must be approved in advance. Travel arrangements must be made at least three weeks prior to travel in order to receive the best fares available. Nevada HOSA will coordinate air reservations and housing when needed.

Travel Forms

All officers must submit the "State Officer Travel Form" before EACH State Officer Meeting/Conference. This form must be completely filled out, signed, and submitted. Additionally, each officer must ensure that a copy of the "State Officer Emergency Medical Treatment Authorization Form" is on file with the State Advisor and that a new form is submitted immediately following any changes/updates to your medical condition/needs.

Hotel Reservations

Hotel reservations for conferences and meetings will be arranged for State Officers. Only hotel room and tax is to be charged to the HOSA master account. All meals and incidentals will be handled by the State Advisor on an individual basis. Original receipts for all expenses must be submitted.

Rooming Assignments

Rooming assignments will also be made by HOSA. It is not acceptable for anyone other than the person assigned by HOSA to room with a State Officer (e.g. friends or other chapter members). Special requests or other considerations must be directed to the State Advisor for approval.

Chaperones

Nevada HOSA assigns a State Staff member and/or qualified leadership coach/advisor to serve as the official chaperone to State Officers for all Nevada HOSA sponsored events. Chaperonage arrangements will be confirmed with the officer's parent/guardian and designated advisor.

In some cases, the school district will require a school official, parent/guardian, or teacher to serve as a chaperone for State Officers. HOSA welcomes school required chaperones and will make every effort to include them in the program. Since Nevada HOSA provides chaperones for State Officers, the additional expense for school district required chaperones is the responsibility of the school district and the State Staff must be informed of additional chaperones prior to the event.

CONFERENCES & MEETINGS

Conferences—General

All State Officers are required to attend all official state leadership conferences, retreats, and competitions. State Officers may also be requested by Nevada HOSA to attend business meetings, trade shows, conventions, and other special events as the official state ambassador and spokesperson for HOSA. Conference registration for all Nevada HOSA events is complimentary for State Officers. Your State Officer Coach and State Advisor will provide information regarding all required meetings.

State Officer Meetings

The State Officer Team will establish their meeting schedule and calendar at the first State Officer meeting or they will be determined at the CTSO Summit. These meetings are mandatory and must be attended by all officers. Meetings include required monthly conference calls with the state officer team and coach.

Required State Officer Conferences and Meetings

All officers are required to fully participate in the development and execution of a state program of work (goals and objectives). All officers will be required to accept assignments for project work, chapter visitations, etc. Officers are required to participate in monthly conference calls.

All officers are required to participate in all activities scheduled by the State Advisor and State Officer Coach. Required scheduled activities include:

- ▽ SLC
- ▽ NLC
- ▽ FLEX
- ▽ CTSO Summit
- ▽ Legislative Training
- ▽ State Officer Workshops and Trainings
- ▽ Conference Calls
- ▽ Board of Directors Meetings (FLEX and SLC)

Please Note: Dates for most of these activities are still to be determined and every effort will be made to schedule so that conflicts do not occur. However, often the dates that are chosen conflict with other local school and personal activities such as proms or playoff games.

If you choose to be a State Officer, you will be required to attend all of the above scheduled activities no matter what other conflicts arise. You are expected to attend all meetings from the scheduled start to the scheduled end time. If you are not willing to sacrifice local and personal activities, please do not apply to be a State Officer.

State Officer Appearances & Visits

Throughout the year associations, conferences, and community organizations may request State Officers to host, speak, or exhibit at events or meetings. Officers will be assigned primarily based on geographical location to these opportunities. In all cases officers should be prepared to participate fully and competently in all events. All requests must go through the state office.

REIMBURSEMENT POLICIES & PROCEDURES

State Officers will be reimbursed for expenses incurred related to their office, program of work implementation, and travel on behalf of Nevada HOSA: IF IT IS A PRE-APPROVED EXPENSE.

Reimbursement Process for State Officer Expenses

The official Nevada HOSA Reimbursement Request Form must be used to receive reimbursement. This form will be provided to you by your State Officer Coach or the State Advisor and is also available on the state website.

If the expense does not seem to fit within the categories on the form place the expense in the “Miscellaneous” category and be sure to include a complete description to explain the nature of the expense.

Once the form is completely filled out it should be submitted according to the instructions on the form.

An original Reimbursement Request Form must be signed, dated, and sent in together with the original receipts.

Make a copy of the original receipts and completed expense request for your records. Staple the original receipts (postage, phone bills, etc.) to the expense form. If it is not possible to include the original receipt, a copy will be accepted, however it is not preferred.

If you are sharing expenses (e.g. meals, taxi, etc.) be sure to ask for separate checks or at least a separate receipt and indicate your portion of the expense. If it is not possible to obtain a separate receipt, both make a copy of the original receipt and highlight your expense.

Expense requests must be submitted within (30) thirty days of the date expenses were incurred or they may not be honored. Please allow three to four weeks for reimbursement.

Note: If a state officer is competing on a chapter team at the National Leadership Conference, then travel expenses are the responsibility of the local chapter.

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Approved Expenses

HOSA derives the majority of operational funds directly from the support of the Nevada Legislature, Department of Education, curriculum fees, sponsorship, and profit from conference fees. As a state leader, it is your responsibility to maximize every dollar and in essence turn expenses into an investment in the HOSA Mission. Care and thought should be exercised at all times when incurring expenses. If you are uncertain as to whether an expense falls under one of the categories in this handbook, be sure to ask before you spend!

Covered State Officer Expenses

The following types of expenses are approved for State Officers during participation in Nevada HOSA meetings, conferences, and activities:

- ▽ Airfare or bus fair to and from meetings and conferences. (Approval needed).
- ▽ Vehicle mileage as approved by the state advisor.
- ▽ Meals for the duration of the meetings and conferences. Receipts must be provided or reimbursements will not be allowed.
- ▽ If an officer believes that their participation in an official state officer activity will require that they purchase meals that will need to be reimbursed the officer must seek prior-approval for the expenses in order for them to be reimbursed.
- ▽ Copies and printing in small quantities. (Approval needed)
- ▽ Postage for general correspondence related to officer duties and/or program of work implementation. (Approval needed)
- ▽ Workshop supplies and materials, if previously approved by the state staff (e.g. Overheads, handouts, etc.)
- ▽ Officer expenses incurred by your school (e.g. Phone calls, faxes, etc. ... approval needed)

Expenses NOT Reimbursable by HOSA

The following types of expenses are not reimbursable for State Officers:

Travel Expenses

- ▽ Rental cars for use during conferences
- ▽ Entertainment expenditures (e.g. taking others to lunch, movies-both in-room and at theaters, etc.)
- ▽ Travel costs within the officers hometown, unless special approval has been granted

Officer Expenses

- ▽ State Officer Uniforms and accessories (other than those provided)
- ▽ Business Cards (these will be provided, you should not purchase them on your own)
- ▽ Pagers, cellular phones, new phone lines, or Internet provider fees
- ▽ Products from the HOSA Marketplace or other HOSA service suppliers
- ▽ Purchases of computer or office equipment or software
- ▽ Wardrobe, accessories, and luggage

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- ▽ Mass mailings and overnight packages
- ▽ Software and web page development fees
- ▽ Anything else not listed in the approved section or pre-approved by the State Advisor

State Officers have a responsibility to the members and advisors to spend prudently and wisely. Being a State Officer should not in any way be a financial hardship for the officer, their family, or school. HOSA wants officers to achieve their goals and to have the tools and resources necessary to be successful in that endeavor. Planning, thought, and good judgment must be used at all times. Ideas or questions involving finances should be directed to the State Advisor or State Officer Coach.

Advisor/Chaperone Travel Expenses

HOSA provides chaperones for all state sponsored events or activities requiring the service of State Officers. Therefore any allowance for additional travel expenses for state or school district required chaperones are the responsibility of the additional chaperone or the entity they represent. The state association welcomes the support of dedicated chaperones and advisors. Every effort will be made to work with chaperones to minimize expenses and share costs if possible.

Complimentary Conference Registration Fees

Registration fees for Nevada HOSA conferences are complimentary for State Officers.

Bring Cash/Travelers Checks to Conferences

State Officers should attend Nevada HOSA meetings prepared to pay for a few meals and possibly ground transportation (e.g. taxi or shuttle) during the course of their required time at meetings. These expenses are reimbursable if pre-approved.

Expense Tips & Suggestions

Use Pay Phones or Cell Phones when Traveling: Hotels usually add a \$.75-\$2.00 surcharge per call for placing both local and long-distance calls from your room. Using pay phones when traveling on HOSA business will result in substantial savings. If you do not have a calling card, purchasing a pre-paid phone card is recommended.

Use Technology: The Internet, E-mail, List Serves, Texting, Tweeting, AOL Instant Messenger, and MSN Messenger are all excellent examples of using technology to efficiently reach members, fellow officers, and staff members to conduct business and communicate in a cost effective way.

Overall Message on Expenses

Being a State Officer should not be a financial burden for the Officer, their family, or chapter. If there is ever a concern regarding expenses or financial support contact the State Advisor to work out a suitable solution.

STATE OFFICER COMMUNICATION REQUIREMENTS

State Officers are the key communication link between Nevada HOSA and the local chapters. Regular communication, evaluation of activity, and reporting of issues and success is a critical role of State Officers. It is extremely important that all communication is professional, positive, and accurate.

Monthly Communication to Chapters

Each State Officer is responsible for maintaining and strengthening communication with chapter officers. Each officer should make personal communication and interaction with chapters a priority. Don't forget that all communication must be pre-approved before it is sent out.

Communication with the State President

Sharing of ideas, developing plans, and working together are critical to the efficiency and success of State Officers. All reports, letters, articles, workshop outlines, speeches, etc. should be copied to the State Advisor, Officer Coach, and State President. State Officers must also contact the State President at least once each week to update him/her on their individual progress. This process ensures the connection between officers and the distribution of consistent messages.

Conference Calls

Each State Officer is responsible for participating in monthly conference calls to report progress on the Program of Work.

Communication with the State Staff

Information exchange between the State Officers is critical to the success of HOSA. While e-mail, voice mail, and online messenger tools are important communication tools, there is no substitute for two-way live interaction. State Officers are required to be in regular communication with the team's Leadership Coach. In addition to monthly team conference calls, State Officers are required to contact the State Officer Coach at least two times per month to touch base and visit about key issues and activities of the association and the officers. State Officers should be in email communication with the State Officer Coach and State President weekly. If you have not been in touch with your Coach in more than 30 days—you had better check in to see if you are still a State Officer!

The State Advisor & State Officer Coach must be copied on all correspondence (email, letters, packets, etc.) for Nevada HOSA.

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Communication with Parents and Your Local Chapter Advisor

Your parents and your local chapter adviser form the cornerstone of your participation as an HOSA member. It is expected that you will continue to keep these important people informed of your activities, assignments, and duties at all times.

Communication with Service Suppliers & Vendors

During the year, there will be occasions when State Officers will work directly with service suppliers. Unless otherwise assigned, all communication with vendors and suppliers should first be directed and approved by the State Advisor.

Conference Speaking & Workshop Assignments

State Officers are responsible for developing certain speaking and workshop assignments and working with conference personnel to deliver on specific assignments. These assignments will be assigned at meetings during the year. It is important to know that conferences work on a specific production schedule. Any delay of these assignments will delay the development of conference general sessions and affects the performance of Officers, speakers, and most importantly the experience of members and advisers.

Twitter

Twitter is a unique social networking site that it is both an internet blog site and a mass text message vehicle. Nevada HOSA utilizes Twitter to keep members informed. State Officers are required to set up an online Twitter account at www.Twitter.com and are strongly encouraged to activate device updates on their cell phones.

Contact Information:

Randi Hunewill
State HOSA Advisor
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Carson City, NV 89701
W: 775.687.7284
Fax: 77.687.8636

Ms. Heather Dye
State HOSA Officer Coach
700 E. 5th St.
Carson City, NV 89701
W: 775.687.9246

STATE OFFICER COMMUNICATION PROCESS

All written communication, publications, web content, workshops, and speech outlines must be reviewed and approved by the State Advisor and/or State Officer Coach. State Officers should work with the team Leadership Coach to develop this material prior to submitting it for approval. All communication **MUST** follow proper English and business writing standards.

Review and Approval Process

All written communication (reports, letters, web content, articles, etc.) should first be reviewed and proofed by your local chapter advisor and then by the team Leadership Coach.

Review and Approval Process

All written communication (reports, letters, web content, articles, etc.) should first be reviewed and proofed by your local chapter advisor and then by the team Coach.

All written communication must be reviewed and approved by the Coach. Editing and approval usually takes less than 48 hours and should be submitted via email as an attachment as well as included in the body of the e-mail. Be sure to keep an up-to-date file of your communication for easy access and use in the future.

Take time to plan ahead so that your written communication flows through this process as quickly as possible. Never send communication to chapters, school officials, or business leaders without having it first reviewed by your Coach. Also, do not send information to your Coach for editing on the night before it is due. Your Coach will need ample time to edit and return materials.

To review, this is the flow of the communication process:

1. Submit your best work to the State Officer Coach for review, at least 48 hours in advance of the assignment's due date.
2. The Coach will send back the work with corrections, suggestions, questions, etc.
3. Once the project is in final form, send out the revised version, and copy (or CC) your Coach on the email or letter. If the email is to an advisor you need to copy the State Advisor on the communication as well.

EDUCATION & CITIZENSHIP

Education—GPA Report

Maintaining a high performance academic background and preparing for the future are also important to the lives of State Officers. State Officers are required at the end of the semester submit a copy of their report card for the semester. State Officers must demonstrate that they have attained at least a 2.5 GPA. Officers who report less than a 2.5 will be placed on probation and duties limited and re-assigned (e.g. travel, assignments, etc.) until a satisfactory improvement can be reported.

College

State Officers are models of the HOSA Goals. Preparation for the transition from school to work generally means college or post-secondary education for State Officers. State Officers are strongly encouraged to report their personal progress toward college or post-secondary education selection and admission.

Nevada HOSA Staff welcome the opportunity to provide letters of recommendation for top performing state officers. However, these letters take time to thoughtfully prepare and submit with college applications. Plan ahead! Please do not request letters of recommendation at the last minute.

Scholarships

National HOSA provides scholarships for top leaders. Membership is also a great resume and application builder. Get the most out of your HOSA membership—apply for scholarships!

SAT/ACT, Scholarships, and College Applications Deadlines

It is important for State Officers to be aware of the important deadlines for these post-secondary opportunities as they often occur at the same time as important HOSA functions as well. Plan ahead! Since these deadlines are well known in advance, State Officer conflicts with these deadlines will not be excused.

Citizenship

State Officers represent the best of HOSA. Conduct and demeanor in all situations (inside and outside HOSA) must be professional, ethical, and at the highest levels of integrity, honor, and character.

This means that at the very least State Officers are required to adhere to all local, state, and federal laws. Violations of the law are immediate grounds for State Officer termination of service.

Citizenship and patriotism are goals of HOSA and mean adhering to the HOSA Creed, Code of Conduct, Dress Code and Code of Ethics.

State Officer Handbook



Officers found violating these principles whether in act or in spirit will be removed from office.

This would include but is not limited to:

- ▽ **cheating on grades or other educational endeavors**
- ▽ **operating in an unsafe or reckless manner**
- ▽ **theft**
- ▽ **use of prohibited substances**
- ▽ **lying**
- ▽ **manipulating policies and procedures**
- ▽ **abusive language or action**
- ▽ **sexual harassment**
- ▽ **protecting others who violate school or community codes**
- ▽ **sharing confidential information**
- ▽ **disrespect of fellow members, State Officers, parents, advisers or superiors**
- ▽ **inappropriate or questionable postings on your MySpace, Facebook, Twitter or other social networking pages**
- ▽ **actions unbecoming of a leader**

CONSEQUENCES & TERMINATION

State Officers serve in a position of high honor and responsibility. Officers who do not fulfill their duties and commitments or act in a dishonorable way will have disciplinary action imposed or may even be removed from Office. Each type of violation carries its own series of resulting action. See Appendix H for the initial action, intermediate action and final action that will take place for each State Officer violation. After the violation has been made, the Officer and Leadership Coach will make a plan for correction, and assign an appropriate timeline for correction. If correction has not been made by the stated timeline, intermediate action will be taken. The Officer, advisor, parent and State Officer Coach will then make a plan for correction, and assign an appropriate timeline for correction. If correction has not been made by the stated timeline, then final action will be taken.

The additional project and termination procedures are outlined below:

Additional Projects Procedures

State Officers serve as partners as well as team members with the other State Officers. As partners, their action or inaction affects the work and results of others. When an officer is assigned additional projects, the following procedure will take place:

- ▽ For every hour of an officer meeting that is missed or for each project that is submitted past the stated deadline, an equivalent amount of time will be required of the officer in the form of extra projects.
- ▽ Projects will be identified and issued by either the State Advisor or the Officer Coach.
- ▽ Each project issued to an officer will be clearly defined and will have an associated deadline. All projects will be related specifically to HOSA.
- ▽ If a project is not completed by the agreed upon deadline the officer will have one week from the date of the deadline to submit a written statement via fax, email, or US Mail to be received within the one week window. The letter will explain why the officer did not complete their project and what they plan to do to complete it and the deadline by which it will be completed.

Failure to submit this letter within the one week window of time will result in an officer's immediate removal from the officer team. The one week window is defined as 11:59PM of the same day one week later, (e.g. a letter for an assignment that was due on Friday must be received by 11:59PM on the following Friday). As proof of your assent to this agreement you must sign and submit the form located at the end of this handbook.

Termination Procedures

State Officers may be removed from Office for severe violations of HOSA principles or consistently not fulfilling commitments and responsibilities. Or as outlined in the failure to perform consequences as outlined above.

The removal process for a State Officer who has committed a severe violation shall be:

1. **Notification and Inquiry:** Upon receipt of a written complaint or identification of significant infractions, the State Officer involved will be notified that an inquiry is being conducted regarding a complaint/infraction.
2. **Notification to Board of Directors:** After a conclusive investigation, the State Advisor will inform the Board of Directors of the findings and recommendation for further action.
3. **Probation:** If the infraction is of a correctable nature, the State Officer will be given appropriate training and a time table to improve their performance.
4. **Removal:** If the infraction is of a serious nature or not correctable through training and hard work, then the Officer will immediately be removed from State Office (If failure to perform is determined as outlined above the officer will be immediately dismissed.).
5. **Appeal:** The State Advisor shall have the final decision on all disciplinary, termination, or probation concerns for State Officers.

Resignation of a State Officer:

1. If an officer resigns 30 days before or after an event has been planned or reservations have been completed, the officer is responsible for reimbursing Nevada HOSA for 100% of the costs.
2. Resignation of a state officer makes this individual ineligible for a future office unless it was for medical reasons or another approved decision by the Board of Directors.

Note: If an office becomes vacant the office will not be filled, unless it is the President, then the 1st Vice President will move up into this office.

At the end of a state office term, the state officer will donate any uniform purchased by Nevada HOSA to their local chapter unless specified by the state advisor. Failure to do so will result in an invoice for the total charge.

State Officer Handbook



APPENDIX A: PARTICIPATION AND MEDICAL RELEASE FORM

DIRECTIONS: All State Officers must complete this form. *This authorization is valid through your term as a Nevada HOSA state leader. PLEASE TYPE OR PRINT NEATLY ALL INFORMATION. Retain a copy for your files.*

Name of Student: _____ Date: _____
Home Address: _____ Home Phone: _____
Parent/Guardian Daytime Phone Number: _____ Evening Number: _____
Name of High School: _____ School Phone: _____
Name of Activity: All HOSA Sponsored Activities During Term of Office

This is to certify that *the above named student* has my permission to attend the above named HOSA activity. I also do hereby, on the behalf of *the above named student* absolve and release the school officials, the HOSA chapter advisers and the HOSA staff from any claims for personal injuries which might be sustained while he/she is in route to and from or during the HOSA sponsored activity.

I authorize the above named advisor or HOSA staff to secure the services of a doctor or hospital. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs.

My student and I have read and agree to abide by the Nevada HOSA Participant Code of Conduct. I also agree that the school officials, the HOSA chapter advisers, and the state HOSA staff or the Conference Staff, have the right to send my student home from the activity at my expense, provided that in their opinion the seriousness of the violation of the Participant Code of Conduct warrants it.

Medical Information

Known allergies (drug or natural) _____

Is student on special medication? (if so, please list) _____

Does student have a history of: heart condition, asthma, and/or epilepsy? _____

Does your student have any physical restrictions or other conditions that should be known?
(if so, please list) _____

Student's Date of Birth: _____

Family Physician: _____ Phone: _____

Insurance Company: _____ Policy Number: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Chapter Advisor Signature: _____ Date: _____

School Official Signature: _____ Date: _____

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APPENDIX C: STATE OFFICER TRAVEL FORM

To be completed prior to Traveling for any State Officer Meeting/Assignment

Student Name: _____ Phone: _____

School Name: _____ Phone: _____

Meeting/Assignment Description (Date): All Nevada HOSA Activities during Term in Office

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 below.

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 representatives of the Nevada HOSA State Management Team during the above function as part of her/his official responsibilities.

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



APPENDIX D: PHOTO RELEASE STATEMENT

As a State Officer of Nevada HOSA I hereby grant permission to Nevada HOSA and its staff/contractors to use my photograph for general publication and promotion of HOSA and Student Leadership Activities on the World Wide Web or in other official printed publications without further consideration, and I acknowledge their right to crop or treat the photograph at their discretion. I also acknowledge that Nevada HOSA and its staff/contractors may choose not to use my photo at any time, but may do so at their own discretion at a later date.

I also understand that once my image is posted on the World Wide Web, the image can be downloaded by any computer user. Therefore, I agree to indemnify and hold harmless from any claims the following:

- Board of Directors, Nevada HOSA
- National Health Occupations Students of America
- State of Nevada and its departments, executives, and employees
- All Employees and Contractors of Nevada HOSA

Nevada HOSA and its staff/contractors reserve the right to discontinue use of photos without notice.

State Officer Signature

Date

Parent or Guardian Signature

Date



APPENDIX E: COMMITMENT TO HOSA PRINCIPLES

HOSA GOALS

1. To promote physical, mental, and social well-being, good health;
2. To develop effective leadership qualities and skills;
3. To develop the ability to communicate more effectively with people;
4. To develop character;
5. To develop responsible citizenship traits;
6. To understand the importance of pleasing oneself as well as being of service to others;
7. To build self-confidence and pride in one's work;
8. To make realistic career choices and seek successful employment in the health care field;
9. To develop an understanding of the importance of interacting and cooperating with other students and organizations;
10. To encourage individual and group achievement;

11. To develop an understanding of current health care issues, environmental concerns, and survival needs of the community, the nation, and the world.

12. To encourage involvement in local, state, and national health care and education projects.

HOSA MISSION STATEMENT

The mission of HOSA is to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill and leadership development of all health science technology education students, therefore, helping students to meet the needs of the health care community.

STATE OFFICER OATH

I understand fully, the honor and responsibility which have come to me as an officer of Nevada Health Occupation Students of America and do solemnly and sincerely promise to accept and fulfill these responsibilities to the best of my ability.

As a Nevada HOSA State Officer I have read, initialed, understand and agree to uphold the principles of HOSA during my term of service and throughout my career.

Signature

Office

Date

State Officer Handbook



APPENDIX F: CONFIRMATION OF UNDERSTANDING

State Officers, Parents, and Advisors are required to read and understand the State Officer Handbook. This form certifies that the parties critical to State Officer and Nevada HOSA success have indeed read and understand this Handbook. This signed form must be turned in at the first official State Officer Meeting.

STATE OFFICER CONFIRMATION OF UNDERSTANDING

As the _____ (state office title) of Nevada HOSA I, _____ (name of officer) agree that I have read this State Officer Handbook in its entirety, understand its purpose and intent, and agree to abide by the policies and procedures that govern this program.

Signed _____

Dated _____

PARENT CONFIRMATION OF UNDERSTANDING

As the parent/guardian of the State Officer listed above, I am knowledgeable about State Officer Program policies and procedures as outlined in this Handbook of Nevada HOSA and agree to support my son/daughter's successful involvement and leadership responsibilities.

Signed _____

Dated _____

ADVISOR CONFIRMATION OF UNDERSTANDING

As the local chapter advisor of the State Officer listed above, I am knowledgeable about State Officer Program policies and procedures as outlined in this Handbook of Nevada HOSA and agree to support this member's successful involvement and leadership responsibilities. I agree that I am responsible for securing all approvals from my school and school district in regard to this officer's participation in the programs and officer responsibilities of Nevada HOSA.

Signed _____

Dated _____

State Officer Handbook



APPENDIX G: STATE OFFICER TEAM CONSEQUENCES

State Officers, Parents, and Advisors are required to read and understand the following system of consequences for missing portions of officer meetings, failing to complete officer assignments or violating any aspect of this handbook.

In order to ensure the success of the officer team during the year, the disciplinary process for the officers is as follows:

State Office Violation	Initial Action	Intermediate Action	Final Action
1. Missing Assignment Deadline	Conference with State Officer Coach	Additional Assignments and Conference with Coach, Advisor	Termination Procedures
2. Missing a Required Meeting, Training or Event	Conference with State Officer Coach	Additional Assignments and Conference with Coach, Advisor and Parent	Termination Procedures
3. Falling Below the Minimum GPA of 2.5	Conference with State Advisor	Additional Assignments and Conference with Coach, Advisor and Parent	Termination Procedures
4. Communication Violation (not checking email, not responding to email, etc.)	Conference with State Officer Coach or State Advisor	Additional Assignments and Conference with Coach and Advisor	Termination Procedures
5. Sending Assignments Without Prior Approval	Conference with State Officer Coach or State Advisor	Additional Assignments and Conference with Coach and Advisor	Termination Procedures
6. Attitude Complaint	Conference with State Officer Coach or State Advisor	Additional Assignments and Conference with Coach and Advisor	
7. School/Chapter Behavior Complaint	Conference with State Advisor	Additional Assignments and Conference with Coach and Advisor	
8. Violating General Officer Expectations as Defined in the State Officer Handbook	Conference with State Officer Coach and State Advisor	Additional Assignments and Conference with Coach, Advisor and Parent	
9. Violating the Law	Immediate Removal from Office		

State Officer Handbook



Appendix G: State Officer Team Consequences cont.

STATE OFFICER CONFIRMATION OF UNDERSTANDING

I have read this Team Agreement and explanations of consequences in its entirety, understand its purpose and intent, and agree to abide by it.

Signed _____ Dated _____

PARENT CONFIRMATION OF UNDERSTANDING

As the parent/guardian of the State Officer listed above, I understand the Team Agreement and explanation of consequences and agree to support my son/daughter's fulfillment of the outlined standards.

Signed _____ Dated _____

ADVISOR CONFIRMATION OF UNDERSTANDING

As the local chapter advisor of the State Officer listed above, I understand the Team Agreement and explanation of consequences and agree to support my student's fulfillment of the outlined standards.

Signed _____ Dated _____

Revised 12/31/09

Adopted Nevada SLC 3/15/10 tentative