

2021-2022 HOSA Officer Team

Officer Responsibilities:

ALL OFFICERS:

- Attend Officer Jumpstart in late July, date TBA
- Attend 3/3 conferences (FRC, FLC, SLC)
- Attend all HOSA school events (Club Fair, Freshman Festival, HOSA/STEM events)
- Attend 95% of all meeting (expectation is 100%)
- Attend/Participate in any HOSA service events (Central Miracle, Blood Drive, NAMI, NPCF)

President of Membership:

- Presides over meetings in the absence of the President
- Manages the Membership Division of the chapter
- Oversees the activities of the Competitive Events Committee and assists the co-chairs in the completion of their tasks
- Plans member events and activities with the assistance of the President
- Creates the member recognition plan for rewarding high-achieving members
- Can form any committees necessary for the chapter to run effectively
- Helps President create the membership section of the Program of Works for the year
- Works with VP of Projects to plan service events for HOSA with the help of the chapter management committee

President of Projects:

- Presides over meetings in the absence of the President
- Manages the Projects/Service Division of the chapter
- Oversees the activities of the Service Committee and assists the committee chair in the completion of his/her tasks
- Plans service activities and fundraisers with the assistance of the President, VP Membership and Chapter management committee
- Creates the service activity plan for the chapter
- Creates fundraisers for members to earn credit for conferences and events (including FLC/SLC/ILC)
- Can form any committees necessary to organize service events/fundraisers
- Helps President create the service activities section of the Program of Works for the year
- *Will head NPCF/NAMI Projects, Central Miracle, Blood Drive(s), and Club School Events (Social events planned with VP Membership)*

Secretary:

- Acts as secretary and historian for the chapter
- Manages chapter paperwork and other important documents
- Works with Chapter Management committee to update the *HOSA chapter website* and chapter newsletter
- Records meeting minutes and updates previous meetings minutes prior to starting the next meeting
- Assists President and VPs in planning events for the chapter such as social events or service events.
- Collaborates with other officers to produce the program of works for the chapter (document stating the plan for the year ahead in HOSA)
- Organizes chapter files and archive files for easier access to the officer folders
- Works with the Chapter Management Chair and Reporter to submit documents for Chapter Spotlight

Reporter:

- Serves as media specialist and head of public relations
- Works with chapter management committee to create a chapter newsletter
- Assists other officers in creating the program of works
- Manages the chapter's website and social media pages with the help of the chapter management committee
- Acts as public relations officer by working with President and VPs to coordinate with other community leaders and other school organization leaders.
- Assists secretary and chapter management committee in updating the chapter spotlight submissions

Competitive Events Committee Co-Chairs (3 chairs):

- Heads of the Competitive Events Committee
- Work under the VP Membership
- In charge of managing competitor log and assisting competitors with their event preparation
- Responsible for encouraging member participation in a more diverse number of events
- Must have competitors submit State Pin Design and State T-shirt design
- The competitive events that the co-chairs manage are evenly distributed amongst them

Service Committee Co-Chairs (3 chairs):

- Heads of the Service committee
- Service Chair 1&2 prepares any materials and documents necessary for the service projects such as Central Miracle, NPCF, and NAMI events. Service Chair 3 will be the lead for the Blood Drives, and act as liaison between HOSA and other organizations and assist Service Chair 1&2 as needed
- Will work closely with VP Projects to plan service projects and service events
- Responsible for creating and managing documents necessary for service projects
- Assist Competitive Events Chairs as needed