

# Ohio HOSA



## **Ohio HOSA – Future Health Professionals State Executive Council Candidate “Intent to Serve” Packet**

A chapter may recommend three secondary and two post-secondary candidates for Ohio HOSA office. Only two candidates from a school can be elected/serve as a State Executive Council Officer during the same year. The candidates must be active members in good standing and meet the requirements for active membership during the time they serve as an Ohio HOSA State Executive Council officer. This means the candidate must run for an Ohio HOSA State Executive Council office as a current high school sophomore, junior, or senior. A post-secondary candidate must be enrolled in a two- or four-year college as a freshman, sophomore, junior, or senior.

The purpose of the “Intent to Serve” Form is to serve as the first step to indicate the candidate’s interest to serve as an Ohio HOSA State Executive Council officer. Potential candidates should review the enclosed materials:

- Ohio HOSA State Executive Council Officer Candidate Interview Process
- Qualifications and Prerequisites
- Ohio HOSA State Executive Council Officer Commitment and Expectation Form
- Ohio HOSA State Executive Council Officer Expenses
- 2022-23 ***Tentative*** Dates
- Ohio HOSA State Executive Council Officer Intent to Serve Form

Review the above materials with your local advisor, parents/guardians, and school administrators and gain their support ***before*** you upload to Tallo the completed “Intent to Serve Form. **The “Intent to Serve” Form with signatures must be uploaded to Tallo by January 6, 2022.**

## **Ohio HOSA – Future Health Professionals State Executive Council Officer Candidate Interview Process**

Rationale: In order to provide a quality experience for all students who desire to be candidates for Ohio HOSA State Executive Council, the interview process was updated in December 2017.

Below is the process to be used with the election of the 2022-23 State Executive Council Team.

### **January**

- Uploaded to Tallo no later than January 6, 2022 – A completed, signed “Intent to Serve” form and Executive Council Officer Candidate Personal Contact Information. This packet includes mandatory meeting dates and/or events the Executive Council Officer must attend.
- Uploaded to Tallo no later than January 22, 2022 – a completed, signed state Executive Council Officer application along with other forms.
- An interview schedule will be sent to chapter advisors and the candidates after January 23, 2022.
- The topic for candidates to write a 3 – 5-minute prepared speech about a specific theme will be sent via e-mail to advisors and candidates in January 23, 2021.

### **February**

- The candidate will upload to Tallo their You Tube video presentation of their 3 – 5-minute prepared speech about a specific theme sent to them on January 23, 2022.
- State Executive Council Officer interviews will be conducted on February 26, 2022. ***A parent/guardian must attend the interview to participate in a parent meeting with the state advisor.***
  - Interviews will be conducted in Columbus, Ohio. – Specific site to be determined.
  - All interested candidates must be interviewed in person by the committee. No exceptions.
  - The interview committee may consist of the current and/or past Board members, current and/or past State Executive Council Officers, business and industry representatives, and the state advisor.
  - Components of the Interview Process
    - A written multiple choice test based with emphasis on parliamentary procedure, Ohio and National HOSA history, etc. Please see the Test Materials listed as a separate link.
    - Personal interviews

- At least one group activity interview. For example, conducting a workshop.
- Complete a written correspondence item. For example, a thank you note to a local chapter.

**March**

- March 2 – The scores from the interviews along with the application, and transcript will be summarized by the state advisor and a ballot will be announced on line with an email to all candidates and their advisors.
- March 24 – Candidates who made the ballot will be introduced and each will give a 2-minute speech during the General Assembly at the State Leadership Conference. The topic will be announced at the same time the ballot is released.
- Voting Delegates will vote by secret ballot to determine the State Executive Council Officers. During one of the following sessions the 2022-2023 Ohio HOSA Executive Council Team will be announced and installed.

**April**

- April 9—Ohio HOSA State Executive Council Officer meeting, Columbus area.

**May**

- May 7 – Ohio HOSA State Executive Council Officer meeting, Columbus area.

***IMPORTANT: Review the complete calendar of events***

**Upload all pages of this document to Tallo**

## **QUALIFICATIONS AND PREREQUISITES**

Ohio HOSA Executive Council Officers are required to perform on a very vigorous and continuous basis. Therefore, it is necessary that those who aspire to become Executive Council Officers are highly qualified, able and willing to perform. Please read and study the enclosed materials and review the attached tentative HOSA calendar of events.

**Note: there are many required events, beginning with two 1-day training meetings on April 9, 2022 and May 7, 2022.**

When you are fully convinced that if elected you will, without any reservations, be fully able to carry out the role and responsibility of an Ohio HOSA State Executive Council Officer, then sign and return the Ohio HOSA Executive Council Officer Commitment Form with your "Intent to Serve Form" application.

### **ROLE OF OHIO HOSA – FUTURE HEALTH PROFESSIONALS STATE EXECUTIVE COUNCIL OFFICER**

Ohio HOSA – Future Health Professionals State Executive Council Officers assume the following major areas of responsibility:

1. The Ohio HOSA State Executive Council Officers shall execute the Ohio HOSA Program of Work and shall assist the chapters in the execution of their program of work.
2. The Ohio HOSA State Executive Council Officers motivate, inspire and encourage HOSA members to participate in health sciences education and HOSA programs. They assist members in their advancement of health occupations knowledge and development of leadership abilities.
3. The Ohio HOSA State Executive Council Officers shall maintain positive relationships with HOSA members, business and industry leaders and organizations, educational organizations, the public and others interested in the health sciences programs.
4. The Ohio HOSA State Executive Council Officers shall project a positive image as a leader among American youth representing those qualities members and society accept as a life style role model.

## **Ohio HOSA Executive Council Officer Commitment and Expectation Form**

1. Be dedicated and committed to the total program Health Sciences and HOSA.
2. Be willing to commit the entire year to Ohio HOSA State Executive Council Officer activities and consider HOSA Executive Council member activities to be my primary responsibility.
3. Be willing and able to travel in serving the Ohio HOSA, Inc. using my personal automobile or having transportation provided by my parents and/or chapter advisor.
4. Be knowledgeable of current events in the health sciences field and HOSA.
5. Through preparation and practice, develop myself into an effective public speaker and presenter.
6. Project a desirable image of HOSA at all times.
7. Regularly, and on time, carry out all correspondence.
8. Strive to improve my ability to carry on meaningful and enjoyable conversations with all individuals.
9. Accept and search out constructive criticism and evaluation of my total performance.
10. Maintain and protect my health and abstain from any and all use and/or consumption of alcohol, tobacco and illegal substances at all times during my year of service to the HOSA.
11. Treat all HOSA members equally by not favoring one over another.
12. Conduct myself in a manner that commands respect without any display of superiority.
13. Maintain my dignity while being personable, concerned and interested in contacts with others.
14. Avoid places or activities that in any way would raise questions as to one's moral character or conduct beyond reproach.
15. Use wholesome and appropriate language in all speeches and informal conversations.
16. Maintain proper dress and good grooming for all occasions.
17. Work in harmony with fellow HOSA Executive Council Officers, and not knowingly engage in conversations detrimental to other HOSA members, Executive Council Officers and adults.
18. Be willing to take and follow instructions as directed by those responsible for Ohio HOSA State Executive Council and state and local HOSA programs.

19. Refrain from reckless operation of motor vehicles or speeding.
20. Plan ahead and complete activities and assignments, be self-reliant and resourceful.
21. Keep an accurate, current schedule and calendar.
22. Call any concerned parties when you must be late or cannot make an engagement.
23. Keep the State Advisor informed concerning any problems you encounter.
24. Serve as a member of a team always maintaining a cooperative attitude.

**I agree to abide by the above expectations and guidelines.**

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Student Signature

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Date

## **Ohio HOSA – Future Health Professionals State Executive Council Officer Expenses**

1. A local advisor does not need to be present at any or all meetings although they are welcome.
2. Ohio HOSA will pay hotel, registration, airfare costs and one piece of luggage for the State Executive Council Officers to attend WLA. (Usually the WLA registration covers most if not all meals). Note: Officers must meet the expectations identified in the above commitment and expectations form in order to travel at Ohio HOSA's expense.
3. Ohio HOSA pays for hotel and meal expenses for the state Executive Council Officer to participate in Executive Council Officer training, Executive Council Officer meetings, Fall Leadership Conference. Transportation is the responsibility of the Executive Council Officer.
4. The local chapter pays registration SLC. Ohio HOSA pays the hotel and meals for SLC. If the student is competing, then the state will not cover meals. Transportation is the responsibility of the Executive Council Officer.
5. The cost of transportation, registration, and lodging for ILC is a local expenditure - the student, chapter or district incurs this expenditure.
6. Ohio HOSA may also provide polo shirts, and Official dress (as needed): to include blazer, scarf/tie, dress pants, skirt, white blouse/shirt and black dress shoes/pumps.
7. Executive Council Officers are covered by our insurance when conducting business for Ohio HOSA. Ohio HOSA provides secondary automobile insurance.

## 2022 – 23 Ohio HOSA – Future Health Professionals State Dates (*Tentative*)

<b>Date</b>	<b>Activity</b>	<b>Location</b>	<b>School Days</b>
February 26, 2022	State Executive Council Officer Interviews	Columbus - TBD	
March 24-25, 2022	State Leadership Conference and Election (Candidates must attend both days)	Columbus Convention Center, Columbus	2
April 9, 2022	2022-23 State Executive Council Officer Orientation	Columbus	
May 7, 2022	2022-23 State Executive Council Officer Orientation	Columbus	
June 22-25	International Leadership Conference	Nashville, TN	
July 6 – 8, 2022	State Executive Council Officer Training Meeting	TBD	
June or July, 2021 – TBA*	Advanced Medical & Public Health Summit	Washington, DC	
August 13, 2022	State Executive Council Officer Meeting	Columbus	
September, 2022	Washington Leadership Academy	Washington, DC	2
October ?, 2022	State Executive Council Officer Meeting – Arrive at FLC Site	TBD	1
October ?, 2022	Fall Leadership Conferences	Sites TBD	1-2
January 15, 2023	State Executive Council Officer Meeting	Columbus	
February, 2023	2023-24 State Executive Council Officer Interviews	Columbus	
March, 2023 TBD	State Executive Council Officer Meeting	Columbus	1
March, 2023	State Executive Council Officer Meeting	Columbus	½ day
March 22-23, 2023 Tentative	State Leadership Conference	Columbus Convention Center, Columbus	2
April 29, 2023 and May 2022 and May 6, 2023	2023-24 State Executive Council Officer Meetings	Columbus, TBD	1

- \* Executive Council Officers encouraged to attend one of these conferences.
- Board Meeting Attendance: 1-2 Executive Council Officers to be determined.

Some Executive Council Officers will have additional meeting and presentations which may require time out of school.



**Executive Council Officer Candidate Personal Contact Information**  
**This page must be uploaded to Tallo by January 6, 2022**

Name: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

Chapter Name: \_\_\_\_\_

Street Address \_\_\_\_\_

City/Town \_\_\_\_\_, OH      Zip Code \_\_\_\_\_

Student's Email Address:

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Current School Grade:    \_\_\_\_\_ Soph.      \_\_\_\_\_ Junior    \_\_\_\_\_ Senior      \_\_\_\_\_ Postsecondary

*Secondary Candidates Only complete next two items:*

HOSA Advisor Name: \_\_\_\_\_

HOSA Advisor's Email Address:

**Ohio HOSA State Executive Council Officer Intent to Serve Form**  
**This form must be uploaded to Tallo by January 6, 2022**

I have read and understood the enclosed materials. If elected as an Ohio HOSA State Executive Council Officer, I will carry out my responsibilities in accordance with these statements and understand that the Ohio HOSA State Advisor can remove me from office if I do not satisfactorily follow these established standards. Furthermore, be it known that ***I will miss at least 10 days of school*** in order to fulfill my responsibilities as an Ohio HOSA State Executive Council Officer.

**Candidate Statement**

If elected as an Ohio HOSA State Executive Council Officer, Ohio HOSA will be my **first priority**. I will dedicate my year to serving the organization, will serve my entire term of office, will promote the goals and objectives of HOSA, will attend all mandatory meeting and events, will project a desirable image of HOSA at all times, and abide by the policies of Ohio HOSA.

Candidate Name \_\_\_\_\_

Candidate Signature \_\_\_\_\_

**Local Advisor's Statement**

It is my belief that the above named candidate will fulfill the responsibilities expected of an Ohio HOSA State Executive Council Officer, and I highly recommend this applicant. I will e-mail or mail the "Advisors Recommendation Form" by January 22, 2022.

Advisor Name \_\_\_\_\_

Advisor Signature \_\_\_\_\_

**Parent Statement**

My son/daughter has our full support to serve as an Ohio HOSA State Executive Council Officer and will attend all mandatory meetings and events. We further agree that we will provide transportation to/from these events if the school district does not provide such and/or the student does not have a driver's license.

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

**School Administration/Administrator Statement of Support**

Our school will support the above named candidate in the successful fulfillment of the duties of an Ohio HOSA State Executive Council Officer.

Administrator Name and Title \_\_\_\_\_

Administrator Signature \_\_\_\_\_