



OHIO HOSA  
OFFICER CANDIDATE GUIDE  
STATE EXECUTIVE COUNCIL



To: Potential Ohio HOSA State Executive Council Candidates  
Re: Ohio HOSA SEC Selection Process

The process to become a State Executive Council Member is a lengthy process. You began that process when you enrolled in your first Health Science class. The experience you have gained through classroom instruction and HOSA competitive events have all helped you develop the necessary skills to serve as a leader in Ohio HOSA.

The year as an Ohio HOSA officer is a year of service. The decision to run for an office should not be made lightly or without a sincere commitment to serve. Ohio HOSA officers have many duties that require extensive travel and time away from home and school.

If you have the desire to serve the members of Ohio HOSA and have the support of your family and HOSA advisor(s), you should consider participating in the officer selection process. The officer selection process will examine the attitudes and abilities of each officer candidate and reveal which individuals have most completely developed their leadership skills.

The procedures for the election is included in this guide. These procedures highlight the following components of the state executive council program: purpose, composition of the officer team, term of office, qualifications, application, interview process and elections. Familiarize yourself with the procedures, as there can be changes in the interview process year to year.

You are encouraged to review the information included in this candidate guide, learn as much as possible about what it truly means to be a state executive council member, and practice for the interview process. Additionally, you are encouraged to attend the virtual Candidate Informational Session in January.

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# Procedures for Election of State Executive Council Members

## Ohio HOSA

### **Purpose**

Ohio HOSA shall elect student officers to provide leadership and guidance to the organization. State Executive Council is a position of leadership. An officer's duties can be placed in three general categories: to motivate members to achieve their highest potential and get the greatest good from their involvement in HOSA; to promote the organization and act as a goodwill ambassador for healthcare and career-technical education (specifically health science education); and to give direction to the work of the organization and perform all tasks necessary to execute the various programs of work in the state.

### **Composition of the Officer Team**

The elected officers of Ohio HOSA shall consist of a President and 8 Vice Presidents.

### **Term of Office**

Student officers shall be elected by ballot during the Business Session at the annual Ohio HOSA State Leadership Conference to serve one year. Terms of office shall be from the conclusion of the State Leadership Conference in which they were elected until the end of the State Leadership Conference the following year. A state officer from the current officer team may be re-elected to serve a second term as State President.

### **Qualifications**

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.

A 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.

### **Interview Process**

Officer candidates will submit, including but not limited to, an application, nomination form, and transcript, take a written test, deliver a prepared speech to a panel of judges, and participate in an interview.

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# Components of the Interview Process

Ohio HOSA

## **Application/Intent to Serve**

Before the interview process can begin, candidates will be required to complete and submit an intent to serve form and formal application found on the Ohio HOSA website. These provide the interview committee with updated information on each candidate and provide the initial means for each candidate to express their desire and commitment to serve Ohio HOSA as an Ohio HOSA State Executive Council Officer.

## **General Interview**

The General Interview consists of an interview with a committee of judges. The interview will take place in person in Columbus, with each candidate receiving an allotted time slot to be interviewed. The candidate may be allowed a few introductory remarks, but the majority of the interview is spent with the committee asking questions surrounding the candidate's experiences, leadership activities and other pertinent Health Science Education and HOSA activities.

## **Written Test**

The written test will be all multiple choice. 20 questions will be focused on parliamentary procedure. The remaining questions will be on Ohio and International HOSA programs and history. Candidates are encouraged to review test materials available on the Ohio HOSA Website as a study resource.

## **"Why I Desire to Serve as a State Executive Council Member"**

Each candidate will pre-record the portion of their application entitled "Why I Desire To Be An Ohio FFA Officer." This is scored as a presentation. Candidate will upload their video to Tallo as a YouTube video lasting 3 – 5 minutes.

## **Group Activity**

A group activity will take place in-person bringing multiple candidates together to better showcase their ability to work in a team. This may consist of developing and delivery a workshop, presenting to the board of directors on a constitutional change, etc.

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# Important Dates for the Interview Process

Ohio HOSA

## **January 6th - Intent to Serve Due**

Candidates must have completed the "intent to serve" form by this deadline and upload it to Tallo to be considered for a position.

## **January 22nd - Application Due**

All components of the written application must be uploaded to Tallo by this deadline.

## **January 23rd - Interview Schedule Sent Out**

An interview schedule will be sent to chapter advisors and the candidates after this date.

## **February 26th - General Interview, Group Activity, and Written Test**

These portions of the State Executive Council Officer interviews will be conducted in person by the committee. No exceptions. A parent/guardian must attend the interview to participate in a parent meeting with the state advisor.

## **March 2 - Ballot Announced**

All scores will be summarized by the state advisor and a ballot will be announced online with an email to all candidates and their advisors.

## **March 24 - State Leadership Conference**

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.

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# Ohio HOSA State Executive Council Member Commitment Form

## Ohio HOSA

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.
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