

# **LOCAL CHAPTER OFFICER HANDBOOK**

**VIRGINIA HEALTH OCCUPATIONS STUDENTS OF AMERICA  
EXECUTIVE COUNCIL  
September 2002**

**Sources:  
National HOSA Handbook Sections A and C  
“The Basics of HOSA” Powerpoint Presentation National HOSA  
Executive Council**

## **Introduction**

**This booklet has been compiled as a tool for local HOSA Chapter officers for beginning your year of HOSA activities. The information printed here is a summary of material presented in the various resources available from National HOSA in hard copy, CD Rom, and via Web-site. You are encouraged to obtain these materials by contacting National HOSA at 1-800-321-HOSA or [www.hosa.org](http://www.hosa.org).**

**Founded in 1976, Health Occupations Students of America is a national Career and Technical Student Organization for students enrolled in Health Occupations programs affiliated with the Department of Education. Examples of Health Occupations Programs include Introduction to Health Occupations, Health Assistant , Nursing Assistant, Dental Assistant, Veterinary Assistant, Practical Nursing, EMT, and Sports Medicine. HOSA students who have not graduated from high school are classified as secondary members. Students that have graduated from high school are classified as post-secondary members.**

## **HOSA Mission**

**To enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill and leadership development of all Health Occupations Education students, therefore, helping students meet the needs of the health care community.**

## **HOSA Goals**

- \*To promote physical, mental and social well-being**
- \*To develop effective leadership qualities and skills**
- \*To develop character**
- \*To build pride and self-confidence**

## **Benefits of HOSA Membership**

- \*Set goals for life-long career planning**
- \*Learn to lead by leading**
- \*Develop and refine leadership skills**
- \*Communicate effectively**
- \*Build self-esteem and confidence**
- \*Interact with the health care community**
- \*Develop workplace readiness skills**
- \*Take pride in accomplishments**

## **Structure of HOSA**

### **Local Chapters-**

**Individual students enrolled in Health Occupations programs comprise the Local Chapter membership. Each chapter in Virginia is given a Chapter number at the time of charter. Local Chapters may or may not require members to pay local chapter dues. Chapter members elect local officers from their membership to lead the chapter for the year. Typical local offices include President, Vice-President, Secretary, Treasurer, Historian, Reporter, and Parliamentarian. The Health Occupations instructor serves as the Chapter Advisor. Chapter members participate in school, community, regional, state and national activities.**

### **State Association-**

**Local chapters are encouraged to affiliate with Virginia HOSA. State HOSA officers are elected each year during the State Leadership Conference by voting delegates from the local chapters. Each local chapter is granted a certain number of delegates based upon the chapter members paying state dues for the year. The State officers, referred to as the Executive Council, develop and implement a Program of Work for VA HOSA. The students are directed and assisted in their duties by the VA HOSA Specialist and their individual Advisors. State offices include President, Vice-President, Secretary, Reporter, Historian, and Regional Vice-Presidents.**

**The VA HOSA State Leadership Conference is held each year in early spring at rotating sites throughout the state. Local members are encouraged to participate in competitive events, workshops, and delegate sessions during the weekend conference. SLC is a great opportunity for members to develop leadership skills, expand professional knowledge and network with other health care students.**

**The VA HOSA is comprised of seven regions, six active and one inactive. Each local chapter is in a designated region. The Regional Vice-President and any other state officers from that region plan and conduct a Regional Fall Academy each year. Students have the opportunity to learn more about competitive events, develop leadership and team building skills and hear health care provider keynote/workshop presenters during the day long academy.**

### **National HOSA-**

**National HOSA is led by the National Executive Council (elected officers), the HOSA Board of Directors, and the National Headquarters Staff. State HOSA Associations affiliate with National HOSA. Each local member that has paid state and national dues**

is a member of National HOSA . All HOSA members may attend the National HOSA Leadership Conference held each June at a different site in the country. Students finishing in the top three places at the state level are eligible to compete in the same event at national conference. General and recognition sessions, educational symposiums, and competitive events are available to NLC attendees. VA State officers are encouraged to attend the National HOSA Leadership Conference during the summer if possible. Selected officers serve as voting delegates for VA during NLC. Officers also have the opportunity to attend leadership training workshops.

## **IMPORTANCE OF BEING A MEMBER**

### **Roles and Responsibilities**

Being an effective member involves more than simply having one's name on a HOSA Chapter membership roster. With the rights and privileges of membership come responsibilities. Those responsibilities are to oneself, others, and the organization. To carry these responsibilities, each member needs to communicate effectively and to be able to work with others.

### **Being A Good Member**

On several previous pages, the roles of the leaders in HOSA Chapters have been considered. However, leaders cannot lead unless they have someone to follow them. All too often, Advisors stress only leadership skills. In the work world, at the entry-level positions for which the students are preparing, they will work under supervision. They will take orders and follow directions as part of a health-care team. Thus, it is important that they learn the importance of teamwork.

Followership in itself is an art, the art of contributing in a group, to the achievement of common goals under the guidance of someone in a lead role. Followership skills can be developed. The Advisor needs to stress the importance of each member in the overall operation of the HOSA Chapter. Each member has a role to perform. Every time a member voices an opinion or takes part in a vote, he/she is exercising his/her role and developing skills needed to be a good follower, as well as a good employee.

If the teacher/Advisor had to select one ingredient for success, whether it be in education, career, or personal life in general, it would be attitude. A good attitude toward whatever task is at hand will always make a lasting impression on the students and on employers and fellow workers.

## **Responsibilities of a HOSA Member**

Thus, in being a member of a HOSA Chapter, each student has numerous responsibilities, including to:

- **Become familiar with and knowledgeable about HOSA;**
- **Attend and actively participate in all Chapter meetings and activities;**
- **Volunteer services and talents to the benefit of the HOSA Chapter;**
- **Accept responsibility, leading (e.g., a committee chair) and/or following (e.g., as a committee ... member) as may be necessary in various Chapter activities;**
- **Represent HOSA in a positive manner, projecting a good image to the school and community;**
- **Communicate effectively with other team members;**
- **Take full advantage of the opportunities offered by all levels of HOSA;**
- **Promote HOSA to the school and community.**

## **SEEKING A HOSA CHAPTER OFFICE**

### **HOSA Officer Candidates**

Active members of HOSA Chapters may be elected to serve as President, Vice-President, Secretary, Treasurer, Historian, and, in some cases, Reporter. The officer candidate must be an active member of a Chapter to seek an office. The officer candidate may be asked to take and successfully pass a Parliamentary Procedure Qualifying Examination.

### **State HOSA Officer Candidates**

Local Chapter officers and Chapter delegates to the State Leadership Conference may seek a state office as President, Vice President(s), Secretary, Treasurer, Historian, Parliamentarian, Reporter, and/or selected other state-level offices. Nominating and application forms can be obtained from the State HOSA Advisor.

### **National HOSA Officer Candidates**

Affiliated HOSA members may seek a National Office at either the secondary or postsecondary/collegiate levels as President, President-Elect, Region Vice-President, and HOSA, Inc. Board Member for their level. If an active HOSA member is interested, the Chapter Advisor must contact the State Advisor for the current National Officer Candidate forms.

In accordance with the National HOSA Bylaws, an officer candidate must be an **active member** (enrolled in a health occupations education program during that year). Specific duties of the national officers are included in the National HOSA Constitution and Bylaws in Section A of the **National HOSA Handbook**.

## **HOSA Chapter Officers—Duties and Responsibilities**

A HOSA Chapter officer is in a position of leadership. It is his/her responsibility to promote and encourage the growth of the local Chapter.

Chapter officers will be meeting many business and professional people and peer groups during the year. They must not forget they are representing HOSA. Appearance and behavior will influence opinions held by others of them as officers, as well as the Chapter as a whole, the Advisor, and the school. The officers must handle themselves in a professional manner, be courteous at all times, be careful what is said and how it is said, demonstrate leadership by knowing the topic, being a good listener, and avoiding arguments.

As an officer, the greatest challenge will be to exhibit qualities of leadership that will cause HOSA to grow through the members with whom there is personal contact. By setting goals for self-improvement, members are encouraged to improve themselves. The officer's responsibility is one of developing and maintaining enthusiasm for HOSA at all times during the year. Enthusiasm is contagious and this will lead to a more successful year.

Any organization designed to be of lasting value to its members must have competent and aggressive leadership. Duly elected officers provide the leadership for the local HOSA Chapter. Every officer should be selected on his or her ability to meet the requirements and perform all the duties of the office to which elected.

### **Suggested Duties and Responsibilities of the President**

The person accepting the office of President assumes the responsibility of doing everything possible to make his or her HOSA group a stronger, better organization than it was before he/she was installed as President.

The President will need the latest edition of the **Official National HOSA Handbook** and a copy of **Robert's Rules of Order, Newly Revised**, the accepted book on parliamentary procedure for HOSA. From these two books, the President should learn his/her part in all meetings and the basic rules of parliamentary procedure. This

**information will enable the President to preside at meetings and function in all other expected capacities efficiently.**

**An effective President will be familiar with the HOSA Constitution, have a working knowledge of the State, Regional, and National Program of Work, understand the organization and operations of HOSA, and know the names of state, regional, and national officers.**

**The President MUST realize that he/she cannot assume the responsibility of doing everything. The President's task is to "direct" and "guide." The ability to delegate responsibility without being "bossy" must be cultivated and practiced.**

**At times, during the year, the President will need to appoint committees. As a rule, appointments to committees should be done during a meeting. The President should spread the responsibilities of serving on committees by giving such jobs to several HOSA members, and by not using the same members over and over. A mixture of experienced members and younger members should be sought for each committee. Committee work provides opportunities for leadership training. The President is an ex-officio member of all committees, and may help in the efficient and effective operation of any committee, if it becomes necessary.**

**The President will need to work closely with the Advisor(s) in planning meetings. Meetings with officers and chairmen of all standing committees are valuable aids in planning for meetings. The President presides over all such meetings, directs the discussion, sees that all plans for meetings are made and then announces specific topics for meeting discussion several days prior to the meeting.**

**The President is often called upon to represent his/her organization at civic clubs, national and state education and professional associations, and other community organizations.**

**Speaking at meetings is a common assignment. A knowledge of HOSA history and facts about local Chapters, the state association, and national associations will be very helpful in making such presentations.**

**When presiding, the President should not take part in discussion other than to see that the question before the Chapter is clearly understood before action is taken. The President should not take sides. Should he/she wish to discuss the question, the Vice-President should be asked to preside until the President has expressed his/her opinion.**

**The President works for the good of the entire organization. The primary duties of the President are to:**

- **Lead the organization;**
- **Preside at business meetings; and**
- **Appoint committees.**

**In leading the organization, a President will:**

- **Show intense interest in the HOSA program and be optimistic about its success;**
- **Seek to inspire interest and optimism in others;**
- **Make the group aware of individual abilities and willingness to work;**
- **Show tolerance of the sincere convictions of others;**
- **Be sympathetic toward the problems of others;**
- **Be willing to accept responsibility, and to share responsibility with others;**
- **Give proper recognition to others for work well done;**
- **Be able to lead a discussion democratically;**
- **Be willing to come to conclusions based solely on the facts pertaining to the particular case**
- **Be pleasant and cheerful;**
- **Keep the school administration informed of HOSA activities.**

**When presiding at meetings, the President will:**

- **Know and follow the rules of parliamentary procedure;**
- **Have minutes of previous meetings approved;**
- **Follow a definite order of business;**
- **Recognize a speaker when he/she is standing and after the Chair has been properly addressed**
- **Confine discussions and motions to business that is before the house;**
- **Make sure that motions and amendments are clearly understood;**
- **Require seconds to motions and amendments before proceeding;**
- **Call on individuals when they can make valuable contributions;**
- **Make every matter of business a democratic expression of the group;**
- **See that the Secretary is making proper record of the proceedings;**
- **Ask for the Advisor's opinion, if necessary;**
- **Call for order when necessary;**
- **Refrain from doing most of the talking; the President directs the discussion.**

## **Suggested Duties and Responsibilities of the Vice-President**

In properly organized Chapters, the Vice-President is no longer the “forgotten one” of the Chapter. Instead this individual is one of the busiest officers in the Chapter.

The Vice-President should know the Creed, Motto, and the Purposes of HOSA and should have the ability to handle meetings and know parliamentary procedure. Moreover, this individual should be familiar with the committee organization of the Chapter.

One of the important jobs of the Vice-President is to get the Chapter’s Program of Work and activities set up early in the year. This should be done with the cooperation of all officers and committee chairmen. The Secretary should have a copy of the completed program in the Secretary’s book. The Vice-President should see that a copy of the Program of Work/activities is mailed to the HOSA Specialist in time to meet the requirements for a Chapter rating, if such is part of the state’s program. This officer will need to be familiar with setting up the program of activities and should assist with the conduct of meetings, committees, and assist the Secretary in preparing the program for each Chapter meeting. This should be done well in advance of the meeting and posted on the bulletin board.

**Briefly, the main duties and responsibilities of the Vice-President are to:**

- Assist the President;
- Have charge of setting up and carrying out the Chapter Program of Work/activities;
- Preside in the absence of the President;
- Assume responsibility for room arrangements at all meetings;
- Be responsible for a report on accomplishments to the Chapter at the end of the year.

## **Suggested Duties and Responsibilities of the Secretary**

A good Secretary contributes much toward the efficiency of a Chapter. Some Chapters have one or more recording and corresponding Secretaries, while others have only one Secretary who performs all the duties belonging to that office.

**Whether the Chapter has one Secretary or more than one, suggested duties are:**

- Prepare and read the minutes of the Chapter's business meetings and the meetings of the officers;
- Prepare the written agenda of each meeting for the President, listing the order of business;
- Answer all correspondence promptly and file the letter and the reply for future reference;
- Mail, circulate, and/or post notices;
- Keep a membership list and record of attendance at meetings;
- Serve as chairman of the membership committee;
- Call meetings to order in the absence of the President and Vice-President/President-Elect and entertain a motion for a temporary chairman;
- Count and record rising vote when taken;
- Keep the permanent records of the Chapter;
- Read communications at meetings;
- Collect and record reports of all committees and all written resolutions.
- Prepare for each meeting the following:
  - Secretary's book and minutes of previous meetings;
  - Lists of national, district, and local Chapter officers;
  - Copies of national, district, and state Programs of Work and calendar of activities;
  - Copies of Constitutions and Bylaws; national, state, and local;
  - Copy of the official National HOSA Handbook.

**Suggested Duties and Responsibilities  
of the Treasurer**

A good Treasurer contributes much toward the efficiency of the Chapter and should be accurate, prompt, and resourceful.

**Suggested duties are to:**

- Receive and act as custodian of Chapter funds;
- Keep the financial records of the Chapter and make payments as directed by chapter advisor;
- Cooperate with the chairman of the finance committee;
- Assist in preparing an annual budget of estimated receipts and expenditures;
- Devise appropriate ways and means of financing Chapter activities;
- Cooperate with the Secretary in keeping an accurate membership roll;
- Prepare monthly financial statements and reports of special projects.

### **Suggested Duties and Responsibilities of the Parliamentarian**

**The duties of the Parliamentarian include the following, to:**

- \* Be prepared to advise the presiding officer and other Chapter members on points of parliamentary procedure;
- Have reference material pertaining to acceptable parliamentary procedure available;
- Be very alert and call attention to significant irregularities with thought about the fair and equal rights of all members;
- Assist Chapter members in understanding the fundamental purposes of parliamentary procedure;
- Follow Robert's Rules of Order, Newly Revised, as the final authority for procedures;
- Be dedicated to seeing that no business is conducted within the Chapter without the application of parliamentary procedure.

### **Suggested Duties and Responsibilities of the Historian**

**The duties of the Historian include the following, to:**

- Seek, gather, and classify all Chapter news;
- Keep a cumulative file of clippings, pictures, charts, copies of special programs, etc., and assist in building a Chapter "Public Relations" manual;
- Assist in contacting and acquainting the editors of school and local newspapers with the aims, purposes, and activities of HOSA;
- Assist in planning, collecting, and arranging materials for Chapter exhibits to be used for publicity in various Chapter events;
- See that plaques, trophies, etc. following display are properly stored for safe keeping;
- Write a narrative of "Chapter Year," share with the local Chapter, and add to the cumulative history notebook/folder at the end of the Chapter year.

### **Suggested Duties and Responsibilities of the Reporter**

**(If no Reporter, these become the responsibility of the Historian or chairman of the publicity committee)**

**The duties of the Reporter include the following, to:**

- **Prepare articles for publication in school, state, and national newspapers or newsletters;**
- **Contact and acquaint the editors of school and local newspapers with the aims and purposes of Health Occupations Students of America;**
- **Work with the Secretary in preparing and arranging materials for classroom and school bulletin boards;**
- **Prepare news and feature articles and send to the State Historian;**
- **Assist in planning, collecting, preparing, and arranging materials for Chapter exhibits to be used for publicity;**
- **Assist Historian in collection of printed articles to be saved and included in Activity Book and Chapter files.**

## **Program of Work**

**One of the first tasks which must be accomplished in HOSA Chapter management is to plan a Program of Work (POW). A POW, sometimes referred to as a Program of Activities, is a written outline of the activities a HOSA Chapter plans to accomplish during the year. A Program of Work should include social activities, professional development, fundraising and community service projects. A well balanced and carefully planned POW involves a variety of experiences designed to include involvement of members in the selection, scheduling and financial management of their activities. A local Chapter's POW also should reflect the program activities of the district, state, and national HOSA associations. The POW provides a basis for Chapter budget development and a written plan for the instructor, as well as for supervisors, directors, administrators, and students.**

## **OFFICIAL HOSA UNIFORM POLICY**

**The official HOSA Uniform is worn by Virginia State Officers at Executive Council meetings, Fall Leadership Academies, and State Conference. The official uniform or business attire is to be worn by voting delegates and competitors at the SLC. All students attending Fall Leadership Academies are encouraged to follow the HOSA business attire dress code.**

**The official HOSA uniform policy is:**

- 1. Blazers for members - Males and Females.**  
A tailored navy blazer with emblem affixed over the heart. Awards Unlimited Supply Service is the official supplier for this blazer.
- 2. Shirt/blouse for female members.** A white tailored blouse or a short-sleeve white jewel neck shell are acceptable. This is interpreted to mean: an open or closed neck. Jewel necklines with lace, ruffle or full-edged collars are not acceptable.
- 3. Shirt for male members.** A white closed-neck, man-tailored dress shirt, suitable for use with a tie.
- 4. Accent for female members.** The maroon HOSA scarf no longer is a required part of the official uniform for females. However, maroon accent is optional as a scarf or bow tie.
- 5. Accent for male members.** A solid navy or maroon man-tailored long tie.
- 6. The official HOSA member or advisor pin is centered on the left lapel of the jacket.**
- 7. Matching navy or white slacks for males, and slacks or skirts for females.** (Jeans and denim skirts are not considered appropriate.)
- 8. Footwear appropriate to the overall appearance of the uniform in navy, black, or white, should be consistent among the particular group.** (Open-toed dress shoes are acceptable for females. Tennis and track sneakers/shoes are not considered appropriate.)

**Attire for the Recognition Banquet on Saturday evening:**

Females -- A "dressy" short or long dress, official HOSA uniform or business attire.

Males -- Business attire or official HOSA uniform

**Business Attire**

Females -- Business suit, tailored dress or blazer and skirt with tailored blouse

Males -- Business suit or sport coat and slacks with dress shirt and tie

- **No denim clothing or canvas shoes will be acceptable.**
- **Knee-length split skirts may be acceptable but city "shorts" are not acceptable.**

