



## Regional Representative Candidate Guide and Application

**Regional Representative Position Description:** Regional Representatives will be elected by the members to represent those HOSA members within their own region and serve as an extension of the State Executive Council. Representatives will be expected to be available to members in their region for concerns and celebrations, work with the SEC on social media campaigns and the monthly Synapse e-magazine, and represent their region at various Arizona HOSA events. Representatives will receive training upon being elected in order to be able to carry out their responsibilities to the HOSA organization.

Positions available:

- Northern Region Representative
- Western Region Representative
- Central Region Representative
- Eastern Region Representative
- Southern Region Representative

**Expectations of Regional Representatives:** Elected representatives will be expected to fulfill the position description above. Additionally, they will need to plan to attend the following trainings and events:

Required Trainings/Events	Date(s)	Location
Regional Representative Training	Mid-November	ADE Office – Phoenix, AZ
Regional Conference	Varies (Early-mid February)	Varies by region
State Leadership Conference	Late March/Early April	Tucson, AZ
Chapter Leadership Camp ( <i>optional</i> )	Early October (at end of term)	Williams, AZ
Bi-Monthly meetings with SEC	Every other month	Virtual

**Application Process Overview:** Applications for Regional Representatives will be made available on or around August 1<sup>st</sup> of each year. Interested members should complete the full application form and submit to the Arizona HOSA office prior to the published deadline each year, usually mid-September. Completed applications will be reviewed by the Arizona HOSA office to determine whether or not the candidates meet the minimum requirements. Those meeting minimum requirements will be invited to the virtual Interview Round to be held in early October. Slated candidates will be notified within 24-48 hours of the interview and will have approximately 2-3 weeks to record a campaign-style video that will be published to YouTube and on our Arizona HOSA website. Members will be able to view the videos leading up to the Fall Leadership Conference, where a designated session will consist of a 15-20 minute caucus allowing voting delegates to ask the candidates questions. Voting will take place at that session at the Fall Leadership Conference, and results will be announced via social media by the end of the FLC. Newly elected Regional Representatives will be notified at Fall Leadership Conference and will meet briefly with the State Advisor on site at FLC regarding next steps.



## Regional Representative Candidate Application 2024-2025

**Candidate Requirements:** Candidates must be an Arizona HOSA member in good standing. Candidates should also be able to demonstrate the ability to maintain passing grades in all courses, as well as having a solid understanding of the HOSA organization as a whole. The ideal candidate will also be able to show a history of leadership in some capacity, either with HOSA or with other school or community organizations. Applicants need to be prepared to upload the following items when submitting their application. (Please note that incomplete applications, or those applications received after the deadline will not be considered) –

- Completed Application Form
- Current one-page resume in pdf format
- Current transcript from their school (unofficial transcripts are acceptable)
- **Two (2)** completed nomination & recommendation forms (found in the application) with handwritten signatures (no electronic signatures)
- One-page essay following the prompt “Becoming a leader in HOSA is important to me because...”

**Candidate Selection:** A selection committee made up of Arizona HOSA State Staff, Arizona Department of Education staff and/or Arizona HOSA Board of Directors members will review applications, recommendations, and essays to determine who will advance to the Interview Round. Only those students who, based on their service to HOSA, demonstrated leadership abilities, academic achievement, and are determined to be qualified to represent Arizona HOSA in this way will be invited to interview. Candidates may only be chosen to represent the region in which they live and attend school.

**Candidate Videos:** Slated candidates will need to prepare and record a video of no longer than 3 minutes that will be viewable by all Arizona HOSA members. The video should be the work of the candidate only, should be filmed horizontally, and should be recorded in such a way that the candidate is audible throughout the video. Professional dress is encouraged for the video, but if the candidate wishes to represent their future career in their attire within the video (i.e. scrubs, khakis/polo, etc.), that would also be acceptable. The video will be the primary foundation of the candidate’s campaign, so it should serve to explain why the candidate would be the best one to represent their region. Instructions for submitting the videos, including specific deadlines, will be given to slated candidates at the appropriate time in the application process.

**Candidate Campaign Rules:** Slated candidates may NOT campaign outside of their submitted video and caucus time during FLC. Candidates may not distribute any materials to delegates, campaign on social media, or ask others to campaign on their behalf. Candidates should not use any signs or objects during the caucus time at FLC. Candidates found to be in violation of the campaign rules may be removed from the slating process.



### APPLICANT INFORMATION

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ M.I.: \_\_\_\_\_

Street Address: Apartment/Unit #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

### MEMBERSHIP INFORMATION

Membership Division: (mark one)  Secondary  Post-Secondary

Are you a current paid HOSA Member? (mark one)  YES  NO

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

Current School: \_\_\_\_\_ Advisor Name: \_\_\_\_\_

Current Year: (mark one)  9<sup>th</sup> Grade  10<sup>th</sup> Grade  11<sup>th</sup> Grade  12<sup>th</sup> Grade

### HOSA Leadership Activities

List Arizona HOSA Leadership positions you have held (chapter or state office), Arizona HOSA activities you have been involved in and a clear description of your leadership responsibilities and commitment for each. *(If additional space is needed, attach a typed sheet of paper)*

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### Additional Leadership Activities

List any other leadership positions you have held, activities you have been involved in and a clear description of your leadership responsibilities and commitment for each. *(If additional space is needed, attach a typed sheet of paper)*

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### Community Involvement

List community activities (other than HOSA and school) you have been involved in. *(If additional space is needed, attach a typed sheet of paper)*

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**Application Checklist:**

- \_\_\_\_\_ Completed Application
- \_\_\_\_\_ Resume
- \_\_\_\_\_ Transcript
- \_\_\_\_\_ 2 Nomination Forms
- \_\_\_\_\_ One-page Essay

**Statement of Understanding:**

By signing below, I certify that the above information is true and correct and that I intend to fulfill this role to the best of my ability of elected. I understand the responsibilities and expectations that come along with this role and commit to all of the training and events that are required.

I hereby grant Arizona and National HOSA offices permission to take photographs, still or motion pictures and sound recordings, separately or in combination, and also give a production company approved by the Arizona or National HOSA office permission to use the finished photographs, silent or sound pictures, and /or sound recordings as deemed necessary. I also grant Arizona and National HOSA Offices permission to share name and region, photographs, silent or sound pictures with other organizations deemed appropriate, including but not limited to Arizona Department of Education (ADE), Career & Technical Education, a division of ADE, ADE Health Career Education programs, Association of Career and Technical Education Arizona and the Arizona HOSA Foundation.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



Regional Representative Candidate Nomination/Recommendation Form

\_\_\_\_\_ is applying for a position as a Regional Representative with Arizona HOSA. Serving in this role demands a year-long commitment to the organization that goes beyond the work in the classroom. Therefore, it is vital that all members aspiring to become a Regional Representative are highly qualified, able and willing to assume the required responsibilities. We value the opinions and feedback of those instructors and mentors that help to develop the future leaders of our organization, and thank you for your time in completing this recommendation form for your student. Please be honest and open in your responses, and if you have any questions or concerns, please feel free to contact the Arizona HOSA office at 602.542.5770.

**Section I:** Please rate this student on the following qualities.

	Outstanding	Very good	Good	Average	Below Average	No basis
Academic achievement						
Independence						
Ability to work in a team						
Ability to tackle new material						
Ability to follow instruction						
Maturity						
Leadership qualities						
Motivation						
Disciplined work habits						
Creativity						

**Section II:** Please write a brief letter about the applicant’s academic and personal characteristics. Please state on how long you have known the student and in what capacity. Comment on the student’s academic ability and interests. Describe one quality that you feel the student can improve.

*Section II Letter can be typed and submitted along with this nomination form.*

\_\_\_\_\_  
Recommender’s Signature

\_\_\_\_\_  
Date

Recommender’s Name (Printed): \_\_\_\_\_

Recommender’s Role/Position: \_\_\_\_\_