



ADVISOR/CANDIDATE MEMORANDUM OF UNDERSTANDING

Please review the following items prior to submitting an application. A signature is REQUIRED from the Student, the Advisor, the Principal, and the CTE Director.

Expectations of an Arizona HOSA STATE EXECUTIVE COUNCIL member:

1. Be committed to HOSA and promote HOSA's goals and objectives in every way possible.
2. Be enrolled in a regularly scheduled Health Careers program during my term of office, and maintain passing grades in all classes.
3. Be a paid state and national HOSA member.
4. Attend the current year's State Leadership Conference (SLC) and assist in planning the event
5. Complete the term of office, accepting this honor as a responsibility to the local program and to Arizona HOSA.
6. Know the duties and functions of the office for which selected and fulfill all responsibilities until the next State Leadership Conference (If selected for the office of secretary, the minutes of the meeting must be submitted within 2 weeks after each meeting. This is a combined responsibility of both the officer and local advisor.).
7. Accept the role and responsibility as a member of the Arizona HOSA Executive Council as written in the Arizona HOSA Bylaws.
8. Be in possession of an official HOSA uniform (provided by Arizona HOSA) and project a positive and professional image of HOSA at all times.
9. Represent the local school, advisor, program, state officer team, state advisor, and Arizona HOSA with the decorum required of such a position.
10. Maintain a professional image and good grooming to project a desirable image of the organization.
11. Attend all mandatory meetings, training, and conferences during the term of office and accept responsibilities as requested by the HOSA State Advisor (the calendar is attached).
12. Avoid places and actions that could raise questions regarding moral character or conduct.
13. The use of alcohol, tobacco or illegal substances at any school, HOSA or Arizona Department of Career and Technical Education sponsored event will result in permanent expulsion from the Executive Council.
14. Work as a team player, avoiding any display of superiority.
15. Treat all members of the organization equally and without discrimination.
16. Be willing to spend the necessary time and travel during your term of office.
17. Refrain from dating a fellow candidate or state officer. This is not allowed. If you are dating someone that is also applying, please discuss this with your advisor and the State Advisor.
18. State officers may stay at each other's homes/apartments only if there is a parent/adult chaperone.
19. Resign office immediately if at any time commitments and expectations are not met (including attendance, professional image, official dress, responsibility, conduct, or failing to meet the expectations of the State Advisor).
20. Follow the Code of Conduct at all events.



EXPECTATIONS OF THE LOCAL HOSA ADVISOR:

1. See to it that the SEC member follows his/her expectations listed above.
2. Understand that the SEC members are supported by Arizona HOSA.
3. Understand that the SEC members are under the direction of the Arizona HOSA State Advisor and the State Advisor Assistant or SEC Mentor.
4. Accept responsibilities for their officer as requested by the HOSA State Advisor and/or State Advisor Assistant or SEC Mentor.
5. Assist the state office at school, workshops, and conferences if requested.
6. Travel with the state office if the Arizona HOSA State Advisor or Representative is not available if required by the local district.
7. Assist the State Advisor with the SEC program as needed.
8. Serve as the officer's positive role model with dress, language, habits, assistance, ethics, etc.
9. Understand that there is no extra compensation to serve in this position.
10. Understand that because of responsibilities with state officers, it will be necessary to obtain assistance to help with other students at conferences.
11. Assist in having required absences for official Arizona HOSA business excused with the school's attendance secretary.

Expectations of Local School Districts

1. If the candidate is elected to office, the school district will pay for the state officer's transportation to and from the ILC if the student qualifies for a competitive event.

I understand all of the expectations required of an Arizona HOSA State Executive Council Member and the local advisor and I am committed to this responsibility.

Student (print)

Local Advisor (print)

Student Signature

Local Advisor Signature

Principal/Campus Director (print)

CTE Director (print)

Principal/Campus Director Signature

CTE Director Signature