

2026 – 2027 Arizona HOSA State Executive Council Application Guide

IS RUNNING FOR STATE OFFICE RIGHT FOR ME?

The opportunities and experiences provided to state officers are tremendous and many past state officers consider their term as a pivotal experience in their lives. Being an officer provides for many great opportunities, but many different responsibilities as well. Those interested in applying should carefully consider the decision to run for state office and what it requires.

On average, SEC members may spend five to ten hours a week working on their state officer assignments and responsibilities. Prior to state officer meetings, conferences, and HOSA events, the average time per week increases as officers finalize preparations and polish assignments. It is important to remember that while academics remain the number one priority, officers will not be able to fall behind as an officer. Officers will be required to participate in the team decision-making process, perform their assigned tasks, and attend all required conferences and events.



During their term in office, elected officers will be required to attend ALL major conferences, officer meetings, and HOSA events which are outlined at the beginning of their term. Officers will not be allowed to leave early, come late, or miss any parts of these events (except in the case of emergency) without permission. The expectation is that state officer responsibilities and commitments will take priority after an officer's academics.

Anyone willing to make this commitment and that has the drive to succeed as well as the drive to get the job done should consider running for state office! If unsure, it is recommended that members consult with their local advisors for their opinion and advice. Those who decide to run for office can be assured that being a state officer will be one of their most memorable experiences.



Running for State Executive Council can be divided into three key phases: 1. Application 2. Interviews/Exam and 3. SLC Elections. Below is a timeline that includes information about the process of becoming an officer.

TIMELINE OF EVENTS

December 3, 2025 – State Executive Council (SEC) Application is available azhosa.org

- On December 3rd, this application for SEC becomes available at azhosa.org. We encourage you to print and read the application over before filling it out.

March 6, 2026 – SEC Applications are due to Arizona HOSA

- In order to be an eligible candidate, the following forms and items must be completed and signed as part of the state officer application. Completed applications must be **received** by March 6, 2026 and submitted through the link on the Arizona HOSA website:
 - Arizona HOSA State Officer Candidate Application
 - Officer Position Preference Sheet
 - Essay (typed)
 - Officer/Advisor Memorandum of Understanding
 - An Unofficial or Official School Transcript
 - Resume
 - Officer/Employer Memorandum of Understanding
 - State Officer Code of Conduct
 - Medical Liability Form
 - Two (2) Letters of Recommendation (must be on letterhead and signed)
 - Officer Travel Policy
 - Officer Discipline Policy

March 14, 2026 – SEC Candidate Interviews – Location TBD

- On the day of the interview, we recommend you have a healthy breakfast and come prepared for a day of fun! The day begins at 9:00 am with an exam followed by fun activities led by the current SEC. These activities will take place all day and will allow you to meet and network with potential teammates as well as to answer any questions you might have about being a state officer. Starting around 10:30 am, interviews will begin. Lunch will be provided. Expect to be at the interviews all day. The dress code is HOSA uniform or business professional.

April 9-11, 2026 – Spring Leadership Conference – Tucson, AZ

- If you are slated to run for a position on the SEC, your next step is to create a campaign poster to bring to SLC and to write your campaign speech. You'll also want to bring your best handshake and prepare to campaign! This is where you will be able to meet the voting delegates. You are not allowed to campaign before SLC. Any campaigning prior to SLC may result in disqualification. Any electronic campaigning (on Facebook, Twitter, Instagram, Snapchat, etc.) can also result in disqualification prior to or during the conference. The YouTube introduction video is not included in social media campaigning.



ELIGIBILITY AND DUTIES

ELIGIBILITY FOR OFFICE

- Candidates must be a high school student in a CTE program, have completed a CTE program, or be a college student pursuing a health profession
- Candidates must be in an active HOSA Chapter and be paid HOSA members registered in the National HOSA membership system
- Candidates must complete and submit their application with all required documents
- Candidates must have a 3.0 cumulative GPA (unweighted)
- Candidates must pass the HOSA Information and Parliamentary Procedure exam given at the state officer interviews with a score determined by the SEC Candidate Slating Committee
- Candidates must have been slated for an officer position at the end of the SEC Candidate Officer Interviews
- Candidates must be Arizona residents and live within the state of Arizona for the full duration of their term

NOMINATION

- Each chapter is limited to one (1) candidate for each office.
- Student applicants will be able to designate their preference for office on the application
 - Secondary members are eligible to be slated for the positions of President, Secondary Division Vice President, Secretary, Historian/Reporter, and Parliamentarian.
 - Postsecondary/Collegiate members are eligible to be slated for the position of President, Secretary, Historian/Reporter, Parliamentarian and Postsecondary/Collegiate Division Vice President.
- The Nominating Committee and the State Advisor shall have the authority to change the candidates from the office originally selected with the candidate's consent. A candidate may be asked to "run" for his/her second or even third choice. The candidate may also be asked to change office in the event there is no other choice.
- Candidates' Secondary or Postsecondary/Collegiate status will be determined by their anticipated membership division for the year of their term to be served. Candidates that are currently a secondary member in 9th-11th grades, will run as secondary candidates. Candidates that are currently a high school senior or postsecondary/collegiate member will run as a postsecondary/collegiate candidate.
- Candidates will be slated for one office and will have the opportunity to decline the nomination. Officers cannot hold the same office two years in a row.



GENERAL DUTIES OF STATE EXECUTIVE COUNCIL MEMBERS

- Lead the membership of Arizona HOSA, through their specific officer duties.
- Establish an annual Program of Work composed of the team and individual goals that will benefit Arizona HOSA.
- Communicate regularly and respond promptly to all inquiries for information. Correspondence must be reviewed by state staff.
- Represent Arizona HOSA with excellent standards of professionalism, etiquette, and public relations to promote HOSA.
- Conduct chapter visits throughout the state.
- Generate social media updates
- Contribute to the planning, preparation, and implementation of Arizona HOSA conferences, including the Fall Leadership Conference and State Leadership Conference.
- Complete assignments, reports, projects, and activities in a timely manner.
- Publish a monthly newsletter during the HOSA year.

STATE OFFICER POSITIONS

The following Officer Positions will be available for the 2026-2027 officer year:

- President-Elect – The President-Elect shall assist the President in all of their responsibilities at the Arizona HOSA State Leadership Conference and all Arizona HOSA Student Executive Council meetings, make committee appointments, and help to develop an Annual Program of Work with the Officer Team. The President-Elect will preside over any meetings necessary in the absence of the President.
- Secondary Division Vice President – The Secondary Division Vice President shall serve Arizona HOSA members in the secondary division in any capacity to represent members of that division as directed by the President.
- Postsecondary/Collegiate Vice President – The Postsecondary/Collegiate Vice President shall promote the growth and development of the postsecondary and collegiate division of Arizona HOSA. They shall serve in any other capacity as directed by the President.
- Secretary – The Secretary shall record the minutes of all officer meetings and file such minutes and all other records and reports with the Arizona HOSA office.
- Historian/Reporter – The Historian/Reporter shall keep records and other materials for the officer team throughout the year. They shall also be in charge of publication, correspondence, and public relations on social media for the organization. The Historian/Reporter shall also serve in any other capacity as directed by the President.



- Parliamentarian – The Parliamentarian shall serve as a resource to the chair and will assist the chair in the conduct of meetings. The Parliamentarian will reference the Parliamentary Authority – Robert’s Rules of Order Newly Revised in order to provide guidance and support during meetings. The chair can and should consult with the parliamentarian when not certain on how to rule on a question or proceed in the circumstances.

YouTube Introduction Video Instructions

Arizona HOSA has implemented a YouTube introduction video in order to allow Arizona HOSA members and advisors to meet you, the candidate. If slated you will be asked to prepare a video introducing yourself to the Arizona HOSA members. Make sure to read over the guidelines below to create the best video!

- YouTube links must be submitted along with your application, and must be viewable by anyone with the link. Please ensure that permissions are set properly so we can view the videos without requesting permissions.
- The video should tell us about YOU! Tell us who you are, your HOSA story, why you want to be an officer, and any other information you’d like to include.
- The video must NOT exceed 2 minutes.
- Your video can be shot anywhere and can include you or others to help tell your story.
- You may receive instruction in taping, editing, and post-production from an outside professional source, but the work should be done directed by you.
- The video must be filmed horizontally .
- Audio should be clear and recorded with an appropriate volume.

Check out the following list of State and National Officer introduction videos for some ideas

[2025-2026 HOSA Executive Council Candidate Video - Megan Lloren](#)

[Jacqueline Martinez - Arizona HOSA SEC Officer Candidate Video 2025](#)

[Addison Case - Arizona HOSA State Executive Council](#)

The candidate videos may be posted on the Arizona HOSA Website and will be made available to the Voting Delegates and Arizona HOSA members in order to introduce you to them prior to the State Leadership Conference. Please do not include private information on your video (phone number(s), emails, addresses, or other personal information).



2026-2027 MANDATORY

ARIZONA HOSA STATE EXECUTIVE COUNCIL DATES

April 9-11, 2026	2024 Arizona HOSA State Leadership Conference	Tucson Convention Center Tucson, AZ
May TBD, 2026	SEC Transition Meeting	Phoenix, AZ
June TBD, 2026	State Officer Training Retreat	Phoenix, AZ
June 16-20, 2026	2026 International Leadership Conference	Indianapolis, IN
July TBD, 2026	State Officer Chapter Visit Training	Phoenix, AZ
September 2026	2026 Washington Leadership Academy	Washington D.C.
October 19-21, 2026	2026 Chapter Leadership Camp	Williams, AZ
November TBD, 2025	2026 Arizona HOSA Fall Leadership Conference	Phoenix, AZ
January TBD, 2027	2026 AzATA Conference*	Mesa, AZ
January/February TBD, 2027	Regional Conferences – Each officer must attend at least one.	TBD
March TBD, 2027	State Officer Candidate Interviews	Phoenix, AZ
April TBD, 2027	2027 State Leadership Conference	Tucson, AZ

*** Optional**

Most of the dates that are TBD will be finalized by the interviews.

There will be some events that might come up that are not on this list but require 1 or all the state officers to attend (i.e. chapter visits, award luncheons, and other meetings).

The President is also required to attend all Arizona HOSA Board of Directors Meetings. These take place in August, December, February, and May with some being added throughout the year. Some meetings are in person, and some held virtually.



APPLICATION CHECKLIST

These are the documents that **MUST** be submitted in order to be considered complete. Please upload the documents to the online submission form before the deadline.

- ☐ State Executive Council Candidate Application
 - Candidate/School Information
 - Choosing a State Executive Council Position
 - Advisor/Candidate Memorandum of Understanding
 - Employer/Student Memorandum of Understanding (If currently employed)
 - State Executive Council Code of Conduct
 - Medical Liability Release Form
 - Arizona HOSA SEC Member Travel Policy
 - Arizona HOSA SEC Member Discipline Policy
- ☐ Unofficial or Official Transcript
- ☐ Two Letters of Recommendation
 - At least one letter of recommendation must be from a teacher.
 - Letters of recommendation **CANNOT** be from family members.
- ☐ Resume (Do Not Include Contact Information or Address as they will be posted online)
- ☐ Typed Essay
 - Prompt: What do you expect to get out of being a part of the State Executive Council?



EXAMPLE EXAM QUESTIONS

Sample Questions: *(Answers listed below may have been from previous years. Candidates should know the most current information about the HOSA organization.)*

- 1) Which of the following is a team event?
 - a) CERT Skills
 - b) Medical Assisting
 - c) Sports Medicine
 - d) Veterinary Science

- 2) The motion to limit debate may be applied:
 - a) only to the immediately pending question.
 - b) to an entire series of debatable questions.
 - c) to the motion to lay on the table.
 - d) to the privilege motion to recess.

- 3) After members make motions, they should:
 - a) debate the motion.
 - b) remain standing and wait for permission to debate.
 - c) resume their seats.
 - d) sit and wait for another member to ask a question so that debate may proceed.

- 4) What is the National Service Project for HOSA?
 - a) The Make-a-Wish Foundation
 - b) The National Pediatric Cancer Foundation
 - c) The National Alliance for Mental Illness
 - d) National Marrow Donor Program

- 5) The Arizona State Advisor is_____
 - a) Cindy Beck
 - b) Jane Shovlin
 - c) Jim Koeninger
 - d) Sandra Oligny

- 6) Who is the current International HOSA President?
 - a) Kartik Tyagi
 - b) Anna Feng
 - c) Nick Ballard
 - d) Priya Rathakrishnan



- 7) What is the current Arizona HOSA State Theme?
 - a) Together We Achieve, Apart We Overcome
 - b) Operation Leadership
 - c) Create Your Story
 - d) Legacy of Leadership
- 8) How many positions are available on the Arizona HOSA state officer team?
 - a) 6
 - b) 7
 - c) 9
 - d) 10
- 9) What divisions of membership does Arizona HOSA have?
 - a) Secondary, Postsecondary/Collegiate
 - b) Middle School, Secondary, Postsecondary/Collegiate
 - c) Middle School, Secondary, Postsecondary
 - d) Secondary
- 10) What is the name of the monthly digital publication Arizona HOSA puts out?
 - a) Synapse
 - b) E-Magazine
 - c) Joomag
 - d) Arizona HOSA Monthly

Recommended Study Materials

Arizona HOSA Website

- 2025-2026 State Officer Team
- Board of Directors
- Synapse
- Events/Conferences
- Arizona HOSA Bylaws
 - Founding Date
 - Headquarters

Competitive Events

- Categories
- State OLT events

HOSA Website (Handbooks A & C)

- Founding Dates
- Official Uniform
- Board of Directors
- Membership Categories
- Graphics and Emblem

Parliamentary Procedure

- Read Robert's Rules of Order (*In Brief*)
- Know basic parliamentary procedure
 - Motions
 - Second
 - Amendment
 - Quorum
 - Agenda