

STATE EXECUTIVE COUNCIL HANDBOOK

A guide for Candidates, Officers, and Advisors

Table of Contents

Table of Contents	Page 2
Chapter 1	Page 4
Running for State Office	
Are You Ready?	
Qualifications/Eligibility	
Election Process	
Nomination & Election Campaign Policy	
What's Next?	
A Final Note	
Chapter 2	Page 8
If Elected to the State Executive Council	
Composition	
Designated Officer Positions	
Term of Office	
Vacancies	
General Responsibilities and Conduct	
Relationships	
HOSA's Core Values	
Discipline Policy	
Chapter 3	Page 14
State Executive Council Meetings	
State Executive Council Orientation	
Organization Leadership Training	
International Leadership	
Chapter Leadership Camp	
Fall Leadership Conference	
State Leadership Conference	
State Leadership Conference Tips	
State Staff Responsibilities	
Chapter 4	Page 17
Travel	
Calendar Year – Overview	
Travel	
Chapter 5	Page 19
Public Relations and Networking	
Public Relations Basics	
Networking	
What to Tell Others	
Officer Dress and Appearance	

Chapter 6 Page 21

State Executive Council Advisors

Before Running for Office...

If Your Officer is Elected

Roles and Responsibilities

Meetings

Chapter 7 Page 23

Terms to Know

Chapter 1

Running for State Office

Congratulations on pursuing the challenge of running for state office! Being a state officer candidate is an accomplishment in itself and a fantastic opportunity to learn, make new friends, and strengthen your communication and leadership skills. Remember, whether you are elected or not, you've accomplished a great deal. Be yourself and do your very best. If you feel good about what you've done, that's success that can't be measured by titles, ribbons or medals.

Are You Ready?

Before you jump in with both feet, there are a few things you need to consider. Being a state officer involves a tremendous time commitment and responsibility to the organization. As a state officer, you will have the responsibility to more than 11,000 other members of the state association. Arizona HOSA must be one of your top priorities for the entire year. There will be times when other activities and interests may conflict with HOSA, and you will have to miss that special game or important performance. It is sometimes a sacrifice, but if you ask any past state officer, they will agree that the benefits overshadow the sacrifices tenfold. Just keep in mind when evaluating your commitments for the coming year that HOSA must be your first priority.

- Read as much about Arizona HOSA and National HOSA as possible, including this entire handbook. Other important resources to review include, www.azhosa.org, www.hosa.org, and any documents on these websites.
- Contact a past state officer for ideas, helpful hints, and words of wisdom to help you become more relaxed and prepared for the responsibilities ahead.
- Before the election process, sit down with your school administrators, chapter advisor, and parents to discuss the commitments and activities of state officers. It is important to have their support from the beginning.
- Make sure you are committed! Once you begin the election process, a decision to drop out or not accept an office would affect many people, including several that you do not even know yet. Be sure that you are ready for the responsibility of a State Executive Council member and that all of your supporters are also committed to your success as both a candidate and an officer.
- If you are elected as a state officer, you will be required to relinquish all other offices that you might hold in HOSA and other CTSOs. However, you are encouraged to serve in your chapter as a resource, liaison, and link between the local and state levels.
- Ask your advisor or family to help you practice thinking quickly, answering questions, and expressing your thoughts and ideas effectively.
- Check your wardrobe and grooming. A neat, professional appearance is important, especially when representing a healthcare organization.
- Practice, practice, practice, and ask questions.

Qualifications & Eligibility

In order to run for, and hold a position with the Arizona HOSA State Executive Council, members shall meet and maintain the following qualifications:

- Currently an active member in a local chapter in good standing
- Be enrolled in, completed, or plan to complete an official Career & Technical Education program in the Health Science Technologies area, as determined by the Arizona Department of Education – OR – be a postsecondary/collegiate student enrolled at least half-time in an institution with an area of study in the health sciences for the year that they would serve
- Have a valid social security number or permanent legal status in the United States, and be able to travel out of state
- Carry a minimum unweighted GPA of 3.00 or higher
- Approval of your local chapter advisor, parent, and district level administrator

Election Process

Each chapter may run up to two state officer candidates annually.

Phase 1: Initial Application Process

- All interested candidates will be able to access the application from the Arizona HOSA website by the published date (usually early January).
- Interested candidates should complete the application in its entirety, including obtaining the approvals of all involved parties.
- Application must be submitted to the Arizona HOSA State Office prior to the deadline for consideration. Submission method and instructions will be included in the application.
- Applications that are submitted on time will be reviewed by the Arizona HOSA State Advisor to ensure that the candidate meets the minimum requirements to advance to Phase 2.
- Candidates will rank their office/position choices as part of the application, but should understand that the Nominating Committee has the authority to slate candidates for the position they see most fit.

Phase 2: Interviewing & Slating Process

- Candidates that advance to Phase 2, and their advisors, will be notified via email and invited to attend the Exam and Interview Day. This portion of the process will likely take place in person at the Department of Education office but may also adjust to a virtual format if needed.
- All candidates will take a 50-question, multiple choice test regarding facts about Arizona and National HOSA, as well as parliamentary procedure. The Board of Directors and Nominating Committee is responsible for determining the score needed to advance to the interview portion but shall not be lower than 50%.
- Candidates who pass the candidate examination will participate in a panel interview with a committee from the Arizona HOSA Board of Directors and Nominating Committee. This will allow the candidates to answer questions in a group setting and showcase who they are.
- Immediately following interviews, the Nominating Committee will work as a team, with the State Advisor, to slate candidates for the available positions. Up to 2 candidates may be slated for each position. If the committee determines that there are no eligible candidates for a specific position, they may deem that position vacant for that year.
- Candidates and their advisors will be notified in a timely manner whether or not they have been slated for a position on the State Executive Council and will be

given further instructions to prepare for the remainder of the election process and State Leadership Conference expectations.

Phase 2: At SLC

- During the State Leadership Conference, slated candidates will be introduced to the Arizona HOSA delegation at the Opening General Session.
- After the Opening General Session, but prior to the Business Session, candidates and voting delegates will participate in networking opportunities in order to get to know each candidate.
- Networking opportunities will include creating a tri-fold display board prior to arrival at SLC and displaying the board in a designated location at assigned times. These times will be candidates' opportunity to meet with members and voting delegates to express their qualifications and goals as a potential member of the State Executive Council.
- Candidates will then attend the Business Session where they will deliver their memorized, two-minute speech based on the topic provided by the state office.
- During the Business Session there will also be a Question-and-Answer period, where voting delegates will be able to answer questions of the candidates, and each will have 30 seconds per question to respond.
- Prior to the completion of the Business Session, but after all speeches have been delivered, and the Question/Answer period has concluded, the election voting delegates will cast their vote for the individuals they wish to serve on the State Executive Council.
- Elected officers will be announced at the Closing General Session at the end of the State Leadership Conference.

Nomination and Election Campaign Policy

The slated candidates are expected to adhere to the following policies both before, and during the State Leadership Conference:

Campaigning

State Officer Candidates and/or their supporter(s) may openly share their candidacy for state officer. However, candidates may **not** address their qualifications verbally or in writing outside of official election processes at the State Leadership Conference. State Officer Candidates also may not address the qualifications of other candidates. Candidates may not say to "vote" for them; both verbally or in writing.

Social Media

State Officer Candidates may not post any qualifications or candidacy-related material to their social media accounts at any time during the application, slating, and campaign process. Supporters of candidates should also refrain from posting anything on their social media that outwardly promotes a candidate for office.

Distribution of Paraphernalia

State Officer Candidates and/or their supporter(s) must not purchase, create, or distribute any physical paraphernalia supporting the candidate, including but not limited to: business cards, brochures, posters, etc.

Use of Electronic Devices

State Officer Candidates are prohibited from using electronic devices during State Officer Candidate election sessions. Voting delegates are prohibited from using electronic devices during election sessions until the electronic voting window opens. This policy is to ensure State Officer Candidates are not gaining an unfair

advantage by communicating with other candidates, voting delegates, spectators, etc. during the election process.

Campaign Violations

If a member or advisor of Arizona HOSA has evidence that a State Officer Candidate and / or their supporter(s), or voting delegate has violated these policies; such violations must be reported in writing, via email, to stateadvisor@azhosa.org prior to the close of the election process.

The chapter advisor of the member will be notified that a panel consisting of an Officer of the Board of Directors (Chair, Chair-Elect, Treasurer or Secretary), the current State President, and the Arizona HOSA State Staff will jointly investigate the allegation(s) and allow the candidate or voting delegate a hearing to address the allegation(s) if further action is deemed necessary. If the review panel determines the State Officer Candidates and / or their supporter(s), or a voting delegate has violated this policy, that individual may be removed from the election process and / or the candidate will be disqualified. The decision of the panel is final.

What's next for State Officer Candidates?

Following the election, all State Officer Candidates and Advisors may be asked to complete a survey about their experience to help improve the process.

They should also expect to meet briefly upon the closing of the State Leadership Conference in order to set up communication regarding next steps.

A Final Note

Work with your advisor to discuss what things will be like if you are elected and if you are not. Make sure you understand that being elected isn't everything! You can play a role at the chapter and state level no matter what happens. Do your best and appreciate the accomplishments you have achieved by becoming a state officer candidate.

Reminders

- Please make a copy of your application for your records before you submit it to state headquarters. Please note that state headquarters will not provide copies of your application once it has been submitted.

Chapter 2

If Elected to the State Executive Council

Once elected to the State Executive Council, you must remember you have been elected to serve in Arizona HOSA's highest youth leadership position. Serving as a member of the State Executive Council is a tremendous responsibility and an exciting, rewarding challenge. A year of new experiences and opportunities awaits you. Your year as a state officer will include many new responsibilities. The State Executive Council serves the following functions:

Planning:

State Executive Council members will plan and implement their participation in the State Leadership Conference, Chapter Leadership Camp, Fall Leadership Conference and chapter meetings as requested. State Executive Council members will also correspond with chapter officers through State Networks. The State Executive Council will prepare articles for newsletters and other publications as assigned to be distributed to chapter officers, advisors, members and/or partners.

Program Development:

Just as each local chapter is required to create an annual Program of Work for their chapter, the members of the State Executive Council will be responsible for creating the Program of Work for the Arizona chartered association for the year in which they are serving.

The State President will also participate in meetings of the Arizona HOSA Board of Directors. All members of the State Executive Council will be eligible to participate in committee meetings of the Board of Directors.

Public Relations:

State Executive Council members may be involved in representing Arizona HOSA at selected chapter meetings, upon request and if approved by state headquarters, and meeting legislators.

Each state officer role offers unique opportunities to incorporate specific responsibilities to Arizona HOSA, your school, family and yourself.

Composition

The Arizona HOSA State Executive Council will be made up of the following positions:

- President
- Secondary Vice President
- Postsecondary/Collegiate Vice President
- Secretary
- Historian/Reporter
- Parliamentarian

According to the bylaws, "The Arizona HOSA State Advisor shall be an ex officio member of the State Executive Council."

Designated Officer Positions

Please note the following officer positions are a generalization of the roles and responsibilities you will be fulfilling during your term. Depending on the year, some responsibilities may change or not be applicable.

The **President** shall preside over all business meetings of the organization and of the State Executive Council; be an ex-officio member of the Arizona HOSA Board of Directors.

The **Secondary Vice President** shall represent the members in their division and ensure that activities planned represent the needs of the secondary members.

The **Postsecondary/Collegiate Vice President** shall provide leadership and representation for those HOSA members in the Postsecondary and Collegiate divisions.

The **Secretary** shall record minutes of each meeting of the State Executive Council, as well as work with the President to prepare meeting agendas.

The **Historian/Reporter** shall promote the activities of the chartered association and its local chapters by managing the social media accounts of Arizona HOSA, as well as producing the monthly Synapse to be distributed to all Arizona HOSA members.

The **Parliamentarian** shall ensure that all meetings of the council follow parliamentary procedure in order to conduct business efficiently and achieve the desired outcomes of the organization.

All members shall collaborate and work as a team to support the goals of the organization. Members of the council are expected to step in and help as needed if one member is having difficulty or unable to fulfill any portion of their role.

Term of Office

- Officers shall serve for one year on the State Executive Council or until their successors are elected. Officers may run for a second term on the council, however they may not succeed themselves in the same role, and must repeat the election process in its entirety the second year, and meet all of the standard expectations and requirements of a candidate.

Vacancies

- If the office of the President should become vacant for any reason, the Postsecondary/Collegiate Vice President shall automatically and immediately assume the office and duties of the President.
- With the exception of the office of President, if a vacancy occurs, the other members of the State Executive Council assume responsibilities of that office until a replacement can be named. The vacant office may be filled by the candidate with the most votes who was not elected by recommendation of the State Adviser with approval from the Board.

General Responsibilities and Conduct

- State Executive Council members have many responsibilities. These responsibilities take priority over other school and community activities. In order to honor these priorities, sacrifices sometimes have to be made, so be prepared to manage them positively.
- As a state officer, you are an extremely visible role model. Your behavior should be an example for the entire membership. It is important to be aware of this visibility at all times, not only when wearing the uniform. You reflect the image of Arizona HOSA, so dress and act appropriately.
- Communication is extremely important in order to work effectively. You are a link between state and local levels, so keeping your chapter advisor informed of your activities and state responsibilities is essential.
- You will be incredibly busy throughout the year. In order to accomplish all tasks, it is a good idea to establish a schedule and practice good time management skills. You should be punctual and follow up with requests. Don't forget to budget time for yourself!
- You should set up a time at least once a week to meet with your chapter advisor to keep each other informed and up to date. You can use this time to share ideas and plan for upcoming meetings or activities or just to keep in touch.
- State Executive Council members' behavior reflects upon the image of Arizona HOSA. Student conduct should make a positive contribution to the excellent reputation already established.
- The State President shall act as a liaison between the Arizona HOSA Board of Directors and the State Executive Council.
- State Executive Council members shall become familiar with the responsibilities of all council members.

State Executive Council Meetings

The State Executive Council meets up to eight times during the year. The meetings usually take place in two State Executive Council trainings, at the National Leadership Conference, at the Chapter Leadership Camp, at Fall Leadership Conference, at State Officer Interviews, and at the State Leadership Conference. At these meetings, State Executive Council members shall

- Provide opportunities for council members to share and express ideas in the responsibility for the meeting;
- Be oriented on the organization, its functions, and its projects;
- Develop good communication techniques;
- Set up public relations visits;
- Be involved in meeting planning activities;
- Be involved in activities to generate ideas for Arizona HOSA;
- Be involved in teamwork, leadership skill – building and development activities.

Relationships

State Executive Council Members

In working with other council members, it is important to be supportive of one another and respect individual viewpoints and opinions.

Being a state officer means being a team member. Throughout the year, the team will have many decisions to make and tasks to complete. In working together, it is important to be understanding and patient when others are expressing their viewpoints. Sometimes the best

ideas and plans are the ones that result from the total group input.

Effective teamwork requires a constant effort on everyone's part. Keep in mind that working with so many people – with unique personalities from different backgrounds, representing a variety of ideas – can be challenging. The key tools needed to deal with these challenges successfully are a positive attitude, flexibility, and the willingness to be supportive of others' ideas.

You must be on time and prepared for all meetings. Members' dues support these meetings. In addition, many people have invested time and energy to make this time together productive. Be sure to check your email once a day and get back to your fellow officers promptly, should they need work from you. Communication is the key to good teamwork.

State Executive Council Advisor

Your SECA will:

- receive a copy of the *State Executive Council Handbook* containing specific advisor responsibilities;
- be a registered advisor with their local chapter
- serve as a consultant and help you prepare for your responsibilities throughout the year;
- serve with others as a support system at the State Leadership Conference;
- support you in all your activities and help keep communication lines open;
- help keep school administrators and teachers informed about your activities and provide guidance if questions or problems arise;
- monitor State Executive Council members' academic progress;
- monitor State Executive Council members' behavior.

Chapter Executive Council and Chapter Advisor

You represent the state organization within your chapter. It is important that you work closely with your chapter executive council and chapter advisor by:

- acting as an information link between the chapter executive council and the state organization;
- reporting your state participation and updating your chapter with state happenings on a regular basis;
- working with chapter officers in helping to plan chapter activities and meetings
- keeping your chapter advisor informed of your participation in the Arizona HOSA activities at all times;

School Administrators

Be sure to talk with administrators as soon as possible to inform them of your accomplishment. Explain the educational benefits of your office to the school and community and share some of your responsibilities and activities.

- Spend some time together discussing the educational experiences you'll have as a state officer. Point out specific activities that will strengthen your academic skills – like letter writing (language), public speaking (language), meeting with legislators (social studies), seeing professionals at work (career exploration), etc. Also, emphasize the personal and leadership skills that will prepare you for the future.
- Keep administrators informed about your activities throughout the year. Show them clippings and programs that demonstrate your participation in different events.
- Share meeting timelines and present an invitation to school administrators prior to all meetings you will be attending.
- Investigate your school's absentee policy as soon as possible in order to resolve conflicts before they arise. Your advisor can provide guidance in dealing with questions

or problems. Before you leave school for a meeting or Arizona HOSA activity, share your involvement with administrators. The more involved and informed they are, the more supportive they are likely to be.

Teachers

Keep teachers informed about travel plans far enough in advance to make up work.

State Staff

As a state officer, you will work closely with State Staff as they keep you informed about the organization and its programs. The Arizona HOSA State Staff works directly with the state officers and assists them in coordinating state officer responsibilities. The Arizona HOSA State Staff should always be aware of your activities and should be copied on any and all correspondence that relates to your role as a state officer.

Family

Throughout the year, your family will provide many different kinds of support. They are probably enthusiastic and proud; chances are they are more than willing to lend a helping hand. It is very important to keep all of your family informed well in advance of your activities and responsibilities.

Family members of the State Executive Council are welcome to attend all general sessions at the State Leadership Conference, free of charge. If they choose to participate in any other activities associated with the conference, they will need to register as a guest. This goes for every family member that intends on being present and involved in the meeting. All family members will have reserved seating in the front for all general sessions – regardless of whether or not they are participating in the conference or not.

Friends

It is important to have the support and encouragement of your friends. Sometimes it's hard for them to understand your state officer experiences, so be patient with them. Let friends know what you are doing and try to include them when you can but be careful not to focus on your activities only.

HOSA's Core Values Commitment

As a member of the State Executive Council, members are expected to keep the organization's core values in the forefront of their thinking, planning, and carrying out of any and all HOSA-related activities.

HOSA's Core Values – Learn. Lead. Serve. Innovate.

We value **learning**. We are committed to learning and becoming respected, knowledgeable and skilled health professionals. We will respect the experiences and contributions of our teachers, peers and patients and seek to learn from them.

We value **leadership**. We will serve as role models in our academic program, profession and community. We will be ethical, accountable and trustworthy. We will use our influence to empower others to strive for excellence.

We value **service**. We are dedicated to serving others with compassion. We believe that individuals

are important and we will treat everyone with respect and care.

We value **innovation**. We are dedicated to enriching the lives of others. We will continuously seek the knowledge and skills to address challenges and improve the health professions.

Discipline Policy and Procedures

Arizona HOSA state officers are the face of the Arizona HOSA organization. Our organization's success relies heavily on the actions and representation of our State Executive Council. The "HOSA State Officers Code of Conduct" and the "State Officer Discipline Policy and Procedures" were developed and approved by the HOSA executive council and board of directors and will be enforced.

State Officers may be disciplined or removed from office by the Arizona HOSA State Advisor, in conjunction with their respective local advisor, for the following reasons:

- Failing to meet academic standards
- Maintain at least a 3.0 GPA
- Maintain at least part time enrollment in a secondary, post-secondary, or collegiate institution
- Failing to adhere to the Arizona HOSA Code of Conduct and Consent Form
- Failing to adhere to school rules,
- Failing to fulfill the duties of the office,
- Being convicted of a criminal offense, or
- Conducting themselves in a manner not representing the best interests of Arizona HOSA

Disciplinary action will be taken on a case-by-case basis and will take a wholistic approach to understanding the reasons behind the infraction and steps that can be taken to remedy the situation. The general procedure for disciplinary action shall be as follows:

- a. The State Officer shall receive a warning from the State Advisor or other Arizona HOSA State staff outlining why they are receiving the warning and a timeline to fix the behavior, situation, or reason for warning.
- b. Should the situation not resolve itself, the State Advisor, State Officer and State Officer's Parents shall meet for a phone call in order to discuss the infraction.
- c. If the infraction continues, the officer will be placed on probation. While on probation, the officer will be ineligible to participate in officer conferences. The officer will also need to submit a written letter to the State Advisor notifying them that they understand why they have been placed on probation and actions they will take to leave probation.
- d. If the infraction continues after this, the officer will be removed from the Student Executive Council.

**The Arizona HOSA State Advisor reserves the right to remove a State Officer from his or her term of office for any reason if deemed necessary for the organization. In the event that this should happen, all uniforms, equipment, and supplies will be returned to Arizona HOSA. If removal from office occurs at an Arizona HOSA event, the officer will be sent home at the parent/guardian's expense.*

Chapter 3

State Executive Council Meetings

Below is a list of scheduled, in-person meetings of the State Executive Council with estimated dates. Specific dates will be made available to members of the council upon being elected but are subject to change. In addition to these meetings, State Executive Council members should plan on participating in Committees of the Board of Directors through virtual Zoom meetings throughout the year. State Executive Council members should also plan on participating in Chapter Visits – both virtually and in- person.

State Executive Council Orientation

Held annually in May

Zoom

State Executive Council members are required to attend this meeting held virtually. Officers will receive extensive overview of roles and responsibilities, participate in team-building exercises, and become familiar with the state association.

Organization Leadership Training

Held annually in June

Phoenix, AZ

State Executive Council members are required to attend this meeting with expenses provided by the state association. Officers will receive officer training, development training, be updated by State Staff, participate in team-building activities, establish goals and a Program of Work for the year.

International Leadership Conference

Held annually in June

Location varies year-to-year

State Executive Council members are required to attend the National Leadership Conference. Expenses will be broken down as follows:

Arizona HOSA agrees to pay for the following:

- Hotel/lodging
- excursions;
- some meals (these vary based on the schedules of the members of the team and the Arizona HOSA State Staff

The Chapter, School or District of the officer agrees to pay the following:

- travel reservations;
- National HOSA conference registration fees; (Arizona conference fees will be waived)

The State Executive Council member agrees to pay for the following:

- Some meals (these vary based on the schedules of the members of the team and the Arizona HOSA State Staff
- souvenirs;

- other items not covered by Arizona HOSA or the officer's chapter, school or district

Chapter Leadership Camp

Held annually in September/October

Lost Canyon | 1450 S Perkinsville Rd, Williams, AZ 86046

State Executive Council members are required to attend this meeting where they will lead chapter officers from around the state in leadership trainings and workshops specific to the Arizona HOSA organization.

Arizona HOSA agrees to pay for the following:

- meals not already included with the conference registration fees.
- Lodging for the duration of the Chapter Leadership Camp

The State Executive Council member agrees to pay for the following:

- transportation to and from the Chapter Leadership Camp

Fall Leadership Conference

Held annually in November

Phoenix Convention Center | 100 N 3rd St, Phoenix, AZ 85004

State Executive Council members are required to attend this meeting where they will lead over 2,500 youth leaders in workshops and general sessions.

Arizona HOSA agrees to pay for the following:

- hotel reservations;
- meals.

The State Executive Council member agrees to pay for the following:

- transportation to and from the Fall Leadership Conference

State Leadership Conference

Held annually in late March or early April

The Westin La Paloma Resort & Spa | 3800 E Sunrise Dr, Tucson, AZ 85718

State Executive Council members are required to attend the State Leadership Conference and lead the Arizona delegation in the Opening General Session, Business Session and Closing General Session. In addition, the State Executive Council will bid farewell to their team as they welcome in the newly elected State Executive Council.

Arizona HOSA agrees to pay for the following:

- hotel reservations;
- all meals.

The Chapter, School or District of the officer agrees to pay for the following:

- conference registration fees;

The State Executive Council member agrees to pay for the following:

- transportation to and from the State Leadership Conference

State Leadership Conference Tips

- Keep an up-to-date list of all your responsibilities.
- Arrive at the State Leadership Conference with all responsibilities completed.
- Become familiar with any and all of your parts related to sessions.
- Before the conference, inform your adviser of your responsibilities, activities and schedule.
- Bring several white shirts and other necessary uniform needs.
- Do your best and enjoy the experience.

State Staff Responsibilities

Members of the State Staff are employed to manage the meeting and help you carry out your plans. The staff handles actual management of the meeting, including:

- pulling together general session plans and helping produce scripts;
- contacting speaking, workshop leaders, and program participants;
- arranging for the production of audio-visual materials;
- developing promotional materials to send to chapters;
- processing registration;
- working with the hotel and convention center on room assignments and equipment needs;
- contacting local media for press coverage.

Note: Dates are subject to change at the discretion of the State Advisor, however the State Executive Council will be notified of this change well in advance.

Chapter 4

Travel

Your year as a state officer will be a very busy one, but, if you are organized and try to stay one step ahead, you should be able to balance everything with great success.

Calendar Year – Overview

You will be required to travel to participate in the following meetings:

- State Executive Council Meetings
- State Executive Council Trainings
- International Leadership Conference
- Chapter Leadership Camp
- Fall Leadership Conference
- State Leadership Conference

In addition, council members are asked by State Staff to represent the state organization at other events. You may receive invitations to chapter and district meetings, as well as those for community and civic groups. Your participation in these meetings is encouraged but will depend on your availability.

State officers must keep their school administration informed of all travel once elected to office. Over the summer and as soon as you return to school, remind administrators and potential teachers or scheduled travel dates for required Arizona HOSA meetings. Additional known meeting dates will be provided to the state officers of possible partner meetings throughout the year on site once elected. Please provide school administrators with these dates as well.

Travel

Before a meeting, the State Staff will communicate travel needs with the state officer. It is the responsibility of the officer to make the necessary travel arrangements to and from all meetings. Arizona HOSA will **not** provide transportation to and from any meetings unless otherwise specified by the State Staff. If the officer cannot find transportation, it is the expectation that the adviser, school and/or district assist the officer in finding reliable means of transportation, even if this means a representative of the school and/or district must drive the officer.

Additional Tips for State Officer Travel

- Inform school administrators, teachers, and family of plans. Give them travel times and locations, your schedule, and emergency contact information. Emergency contact information will be provided for required travel.
- **Always** carry your identification, State Staff and headquarters phone numbers in case of an emergency.
- Anticipate your financial needs and plan accordingly. It is always better to have too much money than not enough. Make sure you have a credit card, debit card, and/or enough additional spending money in case of an emergency.

- Pack wisely. Limit your bags to no more than two suitcases plus one personal item. Officers will be provided information regarding the clothing and materials they will need prior to any conference.
- You must always keep the State Staff updated on your travels.

Hotel Safety

- Officer name tags should be worn when attending meetings. Remove name tags when outside the hotel unless you are participating in a meeting activity.
- Never travel outside the hotel alone. An adult should accompany you. Use good judgement when talking to people not associated with HOSA.
- Never give your room number to people you do not know and never discuss your lodging details in public spaces.
- Lock and bolt your hotel room doors. Open only when you know who is on the other side. All hotel personnel will be in uniform and have an identification badge. If in doubt, call the hotel operator and ask that security come and verify the employee's identity.
- Don't leave valuables or money unlocked in hotel rooms.
- Note fire escape exits on your floor. As an added precaution, count the number of doors from your room to the nearest exit in case smoke-filled hallways block your vision.
- Be considerate of all hotel guests when using the elevators.
- Do not use room service, laundry services, pay-per-view, high-speed internet, etc.
- Be considerate of sleeping hours and the privacy of other hotel guests and HOSA members. Talk in hushed tones in the hallway and do not let your door slam when entering or exiting your room.
- Double-check your room prior to departure to make sure all personal items have been removed, otherwise you assume responsibility for costs if shipping items to you.
- Males and females cannot be in the same hotel room together at any time for any reason. No other person should be in your room at any time except for your designated roommate(s).
- Keep your room organized and clean.

Chapter 5

Public Relations and Networking

Public relations are the constant process of building a positive image of Arizona HOSA. That image depends on your actions and efforts. The way you look and act, and the impression you make when meeting the public reflects not only upon you, but also upon your local HOSA chapter, Arizona HOSA and the international organization. Your actions should show others you are a proud and well-informed representative of Arizona HOSA. You also should reflect a clear understanding of the goals, projects, and ideals of HOSA and the ability to express them clearly and accurately in your own words. **All correspondence that you send as a state officer should be approved by the State Staff before sending.** If you have any questions or need help regarding public relations, please contact the State Staff.

Public Relations Basics

Think of public relations as sophisticated “show and tell.” It can be as simple as being excited about a project and transferring this to friends, making them excited too. Or, it can be as complex as a television interview explaining the structure of our organization. Whether simple or complex, in order to tell your story effectively, you must have a plan.

Your basic plan needs to cover the following:

Who:	the audience
What:	the message
When:	the timing
Where:	the location
Why:	the purpose
How:	method or tools used

Attending Meetings

Throughout the year, you will have many opportunities to spread the word about HOSA. Be prepared to make the most of each opportunity.

Before Attending a Meeting

- Become informed by carefully reviewing HOSA publications.
- Analyze and prepare for individual and group presentations accordingly. If the group is not familiar with the organization, they may want to know about our mission, goals, programs and how a chapter works.
- If you are asked to make a speech, make sure your facts are accurate. Review current information from the state and national website. Use varied techniques for involving the audience.

Networking

Networking is like public relations work within the organization. Throughout your year in office, you will have the opportunity to work with many different groups of people in order to carry out responsibilities and complete tasks. As a state officer, you are in a key position to keep Arizona HOSA’s network alive. Chapter and national officers and members look to you to keep them informed and engaged.

What to Tell Others

As you work with individuals and groups you need to help them see an overall picture of HOSA as an organization at the local, state, and global levels.

- Explain your activities as a member of the State Executive Council and activities of your chapter.
- Help others understand how chapters operate as an integral part of the Health Science Technologies education program.
- Tell what belonging to the organization means to you.
- Emphasize the ways in which chapters provide opportunities for all members to participate at state and national levels.
- Illustrate ways in which participation in the state organization's programs contributes to members, their families, communities, and employment.
- Know the career pathways HOSA supports and be ready to articulate various careers within each.
- Explain the opportunities members have to develop leadership skills.
- Explain how HOSA is unique among student organizations because its programs are planned and run by members. It is the only intra-curricular student organization that is focused 100% on healthcare and how it creates a pipeline of future health professionals.

Officer Dress and Appearance

State Officers are expected to set an example for all members throughout the state. They should be neat in appearance and well-groomed at all times and exhibit pride in wearing the official HOSA uniform. The cost to replace any uniform pieces if lost or damaged is the responsibility of the officer unless otherwise instructed.

The official HOSA blazer and either black/navy pants or official HOSA skirt will be provided to State Executive Council members by Arizona HOSA. All other components of the HOSA uniform must be provided by the officer. This includes the white Oxford shirt, official HOSA tie or ascot, socks, and proper shoes.

When representing HOSA at official functions, officers must wear an official HOSA uniform. In certain instances, additional apparel will be provided by Arizona HOSA and may be worn by officers. Any apparel that is provided by Arizona HOSA will become the property of the officer unless the officer is removed from their term of office based on disciplinary action. If any items are lost or damaged by the officer, it will become his/her responsibility to repair or replace the item at their own expense.

Arizona HOSA will generally follow the Dress Code policy established by the National HOSA office. The Official Dress Policy for the National HOSA organization can be found on page 26 of the HOSA Policies and Procedures Manual available on the HOSA website. Officers should become familiar with the policy upon taking office to ensure they understand how to properly represent the organization at all times.

Chapter 6

State Executive Council Advisors

Before Running for Office...

You play a very important role in the state officer candidate's experience. It is important for you to be supportive and encouraging. This can be a stressful time for the candidates, so helping relieve the stress by listening, talking, and just being there is a great help.

Encourage your candidate to practice presentations with you and help prepare him or her for networking and question-and-answer sessions. This practice in "thinking on your feet" and expressing facts, thoughts, and ideas will be extremely beneficial and will help relax nerves when the real situation rolls around.

You will be informed of your state officer candidate's specific meeting times and locations at the State Leadership Conference upon the slating of your candidate for a particular office.

Deciding to Run for a State Office

All state officer candidates should be given a *State Executive Council Handbook* prior to deciding to run for office. These documents are available on the Arizona HOSA website. State Officer Candidates and their parents should be made aware of the extent of their responsibilities. In particular, they should be made aware that State Executive Council members often travel without an adult chaperone throughout the year. It also is important that State Officer Candidates understand the responsibilities of serving as a state officer and are willing to make HOSA their top priority after health, family, and school during their term.

Who is the State Executive Council Adviser?

Teachers certified in any of the Health Science Technologies education programs and/or related occupations as determined by the Department of Education, shall serve as chapter advisors. Ideally, the person designated as advisor should be the one who has frequent contact with the officer either in class or during planning periods.

Occasionally, another teacher from the same school may serve as the advisor, particularly in cases where there are multiple programs or courses, but only one HOSA chapter. In any event, it should be the person who can fulfill the obligation of this important advisory role.

After a Candidate's Application is Submitted

Information on the election process can be found in the first chapter of this handbook. State Officer Candidates and State Officer Candidate Advisors will receive additional information regarding state officer candidate responsibilities following the application deadline. This information will include a schedule for state officer candidates, a letter detailing responsibilities, and additional details. Advisors will receive a copy of the information via email. State Officer Candidates are expected to complete their tri-fold display board to showcase themselves as a candidate prior to arriving at the State Leadership Conference.

If Your Officer is Elected

Congratulations! It is a tribute to you that your chapter member has been elected to be a state officer. You play a very important role in the officer's experience. Your key roles of listening, supporting, encouraging, and guiding will allow your officer to grow as a distinguished leader and young adult.

State Executive Council Advisers have many roles and responsibilities. You will serve as a consultant to help officers prepare for their specific responsibilities throughout the year. Please familiarize yourself with the State Advisor Handbook, as well as the Policies and Procedures manual for the Arizona HOSA organization.

It's hard to estimate how much time will be required of you as an SECA. That will depend in part on the officer's specific responsibilities, the amount of help the officer needs, and the requests the officer gets to attend chapter meetings. However, in the end, the time required of an SECA is a great responsibility that affects most areas of your life. It's important to develop a clear understanding, so you can fulfill your obligations to the fullest.

The State Staff also assumes a great deal of responsibility for training officers, planning with them and coordinating their work — much more responsibility than is typically assumed at the chapter level. The State Staff has primary responsibility for the SEC.

Roles and Responsibilities

In addition to the responsibilities you and your officer have, you represent the image and voice of the national organization. That image depends on your actions and efforts. The way you look and act, and the impression you make when meeting the public reflects not only upon you, but also upon your HOSA chapter, Arizona HOSA, and national organization. Please review public relations information found in Chapter 5 of this handbook for key messages.

Meetings

State Executive Council Advisers are expected to attend the State Leadership Conference with expenses paid by the chapter, school and/or district. SECA may be given specific tasks to complete while in attendance – these responsibilities are the priority of the advisor. The SECA is invited to attend any meetings of the Board of Directors and an ex-officio (non-voting) attendee.

Chapter 7

Terms to Know

These are explanations of terms you may hear frequently during the coming year.

Alumni Division: Alumni who were at one time registered members of the HOSA organization and wish to continue to support HOSA

Board of Directors (BOD): Legal decision-making body of the organization; primary focus on policy making and fiscal responsibility.

State Advisor Assistant: Additional staff contact for state officers; adult contact on most state sponsored travel.

State Advisor: Full-time employee of the organization by way of the Department of Education, responsible for management of the association; oversees personnel; reports to the BOD.

Monthly Report: A written summary of each SEC members program of work for each month.

State Executive Council (SEC): State officers elected from the membership; responsible for input into planning, public relations, and program development.

State Executive Council Advisers (SECA): Local advisers of the state officers.

State Leadership Conference (SLC): State sponsored annual meeting of the association; primary vehicle for training local and state leadership and election of state officers.

State Officer Candidate (SOC): Candidate for state office. Qualifications outlined in bylaws, though some chapters add other requirements.

State Officer Candidate Advisers (SOCA): Local advisers of the national officer candidates.

State Staff: Employees of the organization who work to see that ideas and programs are researched, developed, and implemented to fit the needs of members; reports to the State Advisor.

SEC End-of-Year Reports: Written summaries of SEC activities compiled and reported by the State President to the Board of Directors.

Special Committees: Committees that are created to serve a specific and usually short-term function, as opposed to standing committees.