



STATE OFFICER ELECTIONS PACKET

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Indiana HOSA State Officer Election Process

1. HOSA members running for a state office will serve as the state officer determined through the selection process.
2. Each chapter is encouraged to submit qualified candidates for election as a state officer to the Indiana HOSA office by March 30. Candidates should be juniors or seniors who are HOSA members in good standing. There is no limit to the number of candidates that may be submitted from any one chapter.
3. Applications and transcripts will be judged by a nominating committee as laid out in the Indiana HOSA Bylaws.
4. The on-site interview process will include a written test on HOSA knowledge and parliamentary procedure, a 1-3 minute prepared oral presentation with a topic sent to candidates, and a 15-minute interview by the nominating committee.
5. After the oral presentation/interview, the applicants with a total score of 70% or higher will be announced as candidates for HOSA State Office.
6. During the HOSA State Conference, candidates from each chapter will run as slated by the committee for a State Office. Candidate speeches will be given during the Opening Session and will be voted on by the entire Voting Delegate assembly.
7. State Officers will be installed during the Second General Session. They will serve in the state office they are awarded.
8. Each officer candidate will chose, in rank order, their choices for state office. (Note: Part of the on-site interview will be filling out a form that describes the duties of each office with the opportunity for the candidate to rank order their choices.) The following choices will be offered (Note the bylaws amendment proposal for change of office titles):

President-Elect	Vice-President of Public Relations
Secretary	Vice-President of Development
Historian	Treasurer
State Representative	
9. During the committee process, points will be awarded as follows:

A. Application	60 points
B. Transcript	20 points
C. Written Test	50 points
D. Letter of Recommendation	20 points
E. Interview	50 points
10. The term of office for Indiana HOSA Officers begins immediately following installation and runs until the following year.

Indiana HOSA
STATE OFFICER SCHEDULE

Monday, April 14th, 2014

- 9:00 a.m. – 12:30 p.m. State Officer Orientation and Screening
At this time, you will take a written test and will be asked questions about HOSA and Parliamentary Procedure. In order to be considered a candidate, a 70% score is needed. Commercials will be presented and interviews will also be conducted.
- 12:30 p.m.- 1:30 p.m. Lunch with 2013-14 state officers
- 3:00 p.m. Officer Slate will be posted
- 8:30 p.m. Opening Session
Officer candidates will be introduced and will present their two-three minute speech on a topic sent to all candidates via e-mail. Costumes and props are allowed.
- 3:00 p.m. – Curfew Campaigning

Tuesday, April 15th, 2014

- 7:00 a.m. – 3:00 p.m. Campaigning
- 7:30 a.m.- 8:30 a.m. Meet the candidates breakfast
The voting delegate will be asking you questions for you to answer.
- 1:00 p.m. Business Meeting
Officer candidates will be recognized for the second time, slate will be announced, and elections will be held.
- 6:30 p.m. Second General Session
The 2014-2015 Indiana HOSA Officers will be announced.

Wednesday, April 16th, 2014

- 8:00 a.m.- 9:00 a.m Officer Candidates will practice for awards
- 9:30 a.m. Closing Session
- 11:30 a.m. New Officer /Old officer transition meeting

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Indiana HOSA State Officer Application

Read the following pages of information very carefully. If you have any questions, please call Eddie Erickson, the HOSA State Advisor.

Fill out the attached application and make a copy for your records. Send the original and other required forms to the HOSA state office by March 30, 2014.

All HOSA officer candidates and elected state officers:

- Must be an active member of their local HOSA chapter, and
- Must maintain a grade point average of 2.0 on a 4 point scale

Failure of elected officers to meet grade requirements will result in one term of probation and evaluation by the Indiana State Advisor.

Applicants who pass the screening process will be allowed to give a 2 to 3-minute speech during the Opening Session of State Leadership Conference. Campaigning begins immediately following Opening Session. See Campaigning rules enclosure.

The following items **MUST** be included as part of the officer application and postmarked by March 30, 2014:

1. State Officer Application
2. Signed HOSA Travel Policy
3. Travel Statement of Liability
4. Completed Nomination Form
5. Official Transcript of grades
6. One Page Adviser Recommendation
7. Candidate Information Resume (a resume)

Send all completed forms by the March 30 deadline to:

Eddie Erickson
Indiana HOSA
8475 Summertree Ln.
Indianapolis, IN 46256

Indiana HOSA
STATE OFFICER APPLICATION
(Name As Shown on Government ID)

Name _____ Grade _____
Home Address _____
Phone _____
E-mail _____
School _____
Social Security Number _____

1. HOSA Offices Held: Year

2. Honors/Awards Received (Health Sciences/HOSA and others) Year

3. Participation in Other Activities (School, Community) Year

4. Offices Held in Other Organizations Year

Signature Date



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Indiana HOSA
STATE OFFICER NOMINATION FORM

Serving as a HOSA Officer demands a commitment to the organization. Therefore, it is vital that all members who aspire to become HOSA officers are highly qualified, able and willing to assume the responsibilities required of all HOSA officers.

Read carefully and study the statement below before submitting this form to the HOSA State Advisor. After discussing the responsibilities of a HOSA officer with parents or guardians, the local chapter advisor, and school administrators, the officer candidate should submit this form along with other required materials to the HOSA State Advisor.

Candidate Statement

If elected as a HOSA officer, I will dedicate my year to serving the organization, will serve my entire term of office, will promote the goals and objectives of HOSA, will project a desirable image of HOSA at all times, and will abide by the policies of my state organization.

Candidates Signature _____

Local Advisor's Statement

It is my belief that this candidate will fulfill the responsibilities of a HOSA officer and I highly recommend this applicant.

Local Advisor's Signature _____

Statement of Support

I approve of my son/daughter applying for a HOSA office and if elected, agree that he/she will be able to spend the time and provide the transportation necessary to carry out the duties of a HOSA officer.

Parent's (Guardian's) Signature _____

This school will support _____ in successful fulfillment of the duties of a HOSA officer.

Principal's Signature _____ Date _____

Indiana HOSA
STATE OFFICER TRAVEL POLICIES

1. When State Officers travel on behalf of Indiana-HOSA, they represent all members throughout the state as well as the State Officer Team. State officers are expected to wear the official HOSA uniform when traveling on HOSA business and conduct themselves accordingly.
2. All State Officer travel must be approved by the State Advisor.
3. State Officers who serve on the Indiana-HOSA Advisory Board will be reimbursed for their meal expenses for official Board Meetings.
4. Lodging will be arranged by Indiana HOSA, unless prior permission is granted.
5. Lodging will be approved by Indiana HOSA.
6. HOSA State Officers will be required to provide the following, at the HOSA State Officer's expense: access to e-mail and transportation to state-wide events and meetings.
7. Indiana-HOSA has insurance coverage for officer travel and will be held responsible for injuries to officers even though they are traveling on Indiana HOSA business.
8. Newly elected State Officers are **REQUIRED** to participate in a training session that will be conducted June 8-9, 2014. State Officers are also **REQUIRED** to attend the following events: Fall Leadership Conference, State Leadership sessions (Conference and four planning August 2014, January 2015, March 2015). Failure to participate in these will jeopardize the officers' continued service.

As a State Officer, you are committing yourself to some required travel. Your employer and/or school administrator should be made aware of these responsibilities as soon as you are elected.

I understand and agree to abide by the above travel policies.

Candidate's Signature _____

Date _____

Parent Signature _____

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Indiana HOSA
TRAVEL STATEMENT OF LIABILITY

_____ is a State Officer for Indiana HOSA.
(Student's name)

As part of this position, State Officers travel to meetings and conferences within the state of Indiana, and to the national convention. Indiana HOSA does maintain insurance/liability coverage for State Officer travel and will be held responsible for injuries or death of State Officers or others while traveling to or from meetings, conferences, or other matters sponsored by Indiana HOSA. It is the responsibility of parents and local advisors to work with their respective school staffs and boards to ensure responsibility for the travel of the above-identified State Officer. State Officers do tend to Travel together or carpool to cut down on cost. HOSA Staff will also transport the occasional officer for meetings and other HOSA Business related activities throughout the year to cut on cost.

Parent/Guardian: Name _____
(or student if 18 years or older)

Signature _____

Work Phone _____ Home Phone _____

School Name _____ Town/City _____

Local Advisor: Name _____

Signature _____

Work Phone _____ Home Phone _____

Administrator: Name _____

Signature _____

Work Phone _____ Home Phone _____

Indiana HOSA
OFFICER CANDIDATE CAMPAIGN RULES

1. Campaign speeches cannot exceed three (3) minutes. The three minutes may be divided between a campaign manager and the candidate or used by the candidate alone.
2. Campaigning may begin after the slate of qualified candidates is announced by the Nominating Committee.
3. Slated candidates will be allowed to campaign during State Conference after opening session. Other information about campaigning will be announced at the orientation meeting on screening day.
4. Due to hotel restrictions that do not allow materials to be taped or tacked to walls, campaign materials will be limited to items that can be attached to clothing or held in hand.
5. In order to limit campaign expenses for officer candidates, the following will apply:
 - a. Each candidate will be limited to \$50 total expenses for campaign materials. (This includes any donated materials.)
 - b. Each candidate must bring proof of campaign expenses to State Screening (cash receipts or letters of donation with monetary estimate.)
 - c. The Nominating Committee will approve all campaign materials and verify campaign expenses during the interview process with each candidate.
 - d. Campaign materials which will be accepted are:
 - * flyers (any size)
 - * buttons
 - * stick-on's
 - * candy
 - * pencils/pens
6. Each candidate is responsible for collecting all materials from the hotel before leaving.
7. The campaign rules and regulations must be strictly adhered to. **ANY VIOLATION OF CAMPAIGN RULES WILL RESULT IN DISQUALIFICATION OF THE CANDIDATE.**

Indiana HOSA
**STATE OFFICER CANDIDATE INTERVIEW
QUESTIONS**

1. Tell us about yourself.
2. Why do you want to be a HOSA State Officer?
3. What would your friends say are your greatest strengths?
4. What would your English teacher say is your biggest weakness?
5. What should be the duties and responsibilities of a state officer?
6. Would you ever consider running for a national HOSA office? Why?
7. In your own words, how would you describe the mission of HOSA?
8. If you elected as a state officer, how would help improve our state HOSA association?
9. Who do you feel you owe your success to?
10. What is the most important thing you have learned from your HOSA experiences?
11. What has been your most memorable experience of being a HOSA member?
12. What is the most important quality or consideration for someone planning on a health career?
13. If someone stopped you at school and asked "What is HOSA?" How would you respond?
14. If you were a car, what kind of car would you be and why?
15. If you wrote a book, what would it be about?
16. If you were a health care professional, how would you feel about treating someone who was HIV positive?

State Officer Candidate Interview Questions

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17. What do you think is the greatest problem facing teenagers today?
18. What can you as an individual contribute to HOSA?
19. If you could ask President George Bush to change something in our current health care delivery system, what would you ask him to change and why?
20. What is the best book you have ever read, and why?
21. What can HOSA do to help relieve the homeless crisis in America?
22. What would you do if you were a state officer and found out your high school prom was scheduled on the same night as the HOSA awards session?
23. What experiences have you had as a leader?
24. What personal achievement are you most proud of and why?
25. How would you describe the "image" of a state officer?
26. What does the HOSA emblem mean to you, and does it represent the purpose of our organization?
27. As a state officer, if you were given the opportunity to talk to the governor of this state, how would you describe and promote HOSA?
28. If elected, how would you plan to increase membership at the local and state levels?
29. What are your future career goals, and how will your experiences with HOSA help you achieve those goals?
30. What would you do if, during our state awards session, you discovered that the gold medallion you were getting ready to present was not on the stage?
31. State officers must maintain a "B" average in school. How do you plan to manage your time efficiently and what would you do if one of your classes was giving you a lot of difficulty?

State Officer Candidate Interview Questions
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32. If you could choose any fictional character to represent you, who would you choose and why?
33. If you won a million dollars in the lottery tomorrow, what is the first thing you would buy - and why?
34. If you could solve one problem in the world, what would that problem be?
35. If you could be any celebrity in the world, who would you want to be and why?
36. What would you say are the three best reasons to get involved in HOSA?



**Indiana HOSA
INTERVIEW RATING SHEET**

NAME OF CANDIDATE _____

INSTRUCTIONS: The Nominating Committee will rate candidates on their responses to selected question based on the following.

- 5 = Excellent
- 4 = Very Good
- 3 = Average
- 2 = Fair
- 1 = Needs Improvement

CRITERIA

Appearance:

Grooming	5	4	3	2	1
Posture	5	4	3	2	1
Appropriate Dress	5	4	3	2	1

Oral Interview:

Willingness to serve if elected	5	4	3	2	1
Demonstration of enthusiasm	5	4	3	2	1
Quick response to questions	5	4	3	2	1

Communications Techniques

Voice – pronunciation, quality	5	4	3	2	1
Power of expression	5	4	3	2	1
English usage	5	4	3	2	1
Eye contact with interviewers	5	4	3	2	1

COMMENTS

Signature of Interviewer _____

Test Grade _____%

Total Score _____



Indiana HOSA State Officer Folder

Name: _____

- _____ **State Officer Application (10 Points)**
- _____ **Signed HOSA Travel Policy (15 Points)**
- _____ **Travel Statement of Liability (15 Points)**
- _____ **Completed Nomination Form (20 Points)**
- _____ **Official Transcript of Grades (20 Points)**
- _____ **Candidate Information Resume (20 Points)**
- _____ **Written Test (50 Points)**
- _____ **Interview Rating Sheet (50 Points)**
- _____ **Ranking of Officer Positions**

Total Score: _____ **Total Percentage:** _____



2013-2014 Indiana HOSA Fact Sheet



This information will help members become more familiar with National HOSA as well as Indiana-HOSA, a national student organization endorsed by the United States Department of Education and the Health Occupations Education Division of the Association of Career and Technical Education.

1. The mission of HOSA is “to enhance the delivery of quality health care to all Americans.”
2. The 2013-2014 National Theme:
3. The Executive Director is Dr. Jim Koeninger. The mailing address is :

HOSA-Future Health Professionals
548 Silicon Drive, Suite 101
Southlake, TX 76092
(800) 321-HOSA

4. There are regions one, two, and three in HOSA.
5. The 2013-2014 National Executive Council:

President – Antonio Hernandez
President Elect – Hugo Quezada
Region I Vice President – Aamr Hasanjee
Region II Vice President – Jessica Fults
Region III Vice President – Sunakshi Puri
Secondary Board Representative – Bethany Mackey
Postsecondary/Collegiate Board Representative – Joylynn Sears
Postsecondary/Collegiate Vice President – Devindra Persad

6. The official HOSA emblem is the circle which represents the continuity of health care, the triangle which represents the three aspects of humankind well-being-social, physical and mental, and the hands which signify the caring of each HOSA member.

7. The colors of HOSA are maroon, medical white and navy blue.

The colors of the emblem:

Background of outer circle - maroon

Letters in circle - medical white

Triangle - navy blue

Hands, figure, HOSA in triangle - medical white

Area around triangle - medical white

Founded in November 1976 - navy blue

8. The four National HOSA divisions of membership:
Secondary, Post-secondary/Collegiate, Alumni & Professional

9. **MEMBERSHIP**

Over 150,000 active members in 3700 chartered chapters in 48 state associations, including Puerto Rico, are affiliated with HOSA.

As of April 2013, Indiana has 1,700 members in 36 chapters.

10. **PUBLICATIONS**

) HOSA E-ZINE: an online student member magazine featuring articles that are relevant to HOSA members and future health care professionals.

) NATIONAL HOSA HANDBOOK: the source official guidelines in managing the HOSA chapter and in participating the National Competitive Events Program. Section A - HOSA Information, Section B - Competitive Events, Section C - Managing a HOSA chapter.

) NLC GUIDE: an annual publication that helps chapters take full advantage of the National Leadership Conference.

11. The 2014 National Leadership Conference will be held in Orlando, Florida.

12. HOSA is referred to as a “chapter” -- not a “club.”

13. HOSA offers a “competitive events program” -- not “contests.”

14. Texas is the largest state association of HOSA.

15. Awards Unlimited is the official supplier for HOSA.
16. HOSA was founded in 1976.
17. South Carolina HOSA was the state that submitted the HOSA Creed.
18. The first National Leadership Conference was held in Oklahoma City, Oklahoma.
19. The first constitutional convention...establishing HOSA and seeking a charter from the US Department of Education....was held in Arlington, Texas.
20. The three (3) levels of HOSA are: local, state and national.
21. Indiana-HOSA was founded in May, 1977.
22. The 2012-2013 Indiana Executive Council is:
 - Jacob Kyte-President
 - President-Elect: Holli Frodge
 - Seth Kelly-Vice-President of Public Relations
 - Lita Rumler- Vice President of Development
 - Isis Foster-Historian
 - Hailey Thorne-Secretary
 - Emily Searcy-Treasurer
 - Shawna Clark-Representative
23. The Chairperson of the Indiana-HOSA Advisory Board is Gwen Barnett.
24. Indiana-HOSA is divided into twelve (12) districts.
25. Eddie Erickson is the Indiana-HOSA State Advisor.
27. Indiana-HOSA is endorsed by the Indiana Department of Education.
28. Mary Holstein was the first Health Occupations Education Supervisor and State Advisor for Indiana.
29. This year is the 36th anniversary of Indiana HOSA.