



2024-2025
Oregon HOSA
State Officer
Application Guide



CONGRATULATIONS!

The decision to run and serve as an Oregon HOSA State Officer is one that sets a person apart as one of the most dedicated and driven leaders in our organization. State officers serve as the leaders of Oregon HOSA and represent the organization to industry professionals, community leaders, education officials, community partners and most importantly the state membership.

Running for office and serving as a State Officer will be a positive, life-shaping opportunity. The *Oregon HOSA Candidate Guide* details the important issues of State Officers and provides the specific election process, procedures, and applications.

All applications for Oregon HOSA State Office are due to the Oregon HOSA website through the application page by Saturday, February 3, 2024 at 12:00 PM PST.

Fabliha Maliyat
State President 2023-2024
president@oregonhosa.org

Jane Shovlin
State Director
jane@oregonhosa.org

Faith Ediae-Holly
State Officer Coach
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The Oregon HOSA State Executive Council

The Oregon State Executive Council may consist of the following state officer positions. Although applicants for state office may state their interest in a state officer position, all applicants will be slated into elections for specific positions by the Nominating Committee:



State President

- Serves as the student leader and key representative of the State Executive Council
- Leads the State Executive Council projects, activities, and meetings
- Serves as student representative on the Oregon HOSA Board of Trustees
- Leads and represents all student members of Oregon HOSA

President-Elect

- Serves a two-year term; One year as President-Elect in the role of "President in Training" and the second year as State President
- Serves as student representative on the Oregon HOSA Board of Trustees
- In the absence of the President, the President-Elect assumes the duties and responsibilities of State President
- Leads and represents all student members of Oregon HOSA
- Other duties as assigned

Vice President of Membership

- Serves as key leader for membership development, chapter outreach, and chapter development
- Leads and represents all student members of Oregon HOSA
- Other duties as assigned

Vice President of Communication

- Serves as key leader for communications to the entire Oregon HOSA State Chapter, including, but not limited to: Facebook posts, Twitter messages, blog updates, etc.
- Leads and represents all student members of Oregon HOSA
- Other duties as assigned



Vice President of Leadership

- Serves as key leader for leadership to the entire Oregon HOSA State Chapter. This include working with state staff to develop leadership at the state and local level.
- Leads and represents all student members of Oregon HOSA
- Other duties as assigned



Duties and Responsibilities

The State Executive Council is governed by the Oregon HOSA Bylaws and Policies and Procedures developed by the Board of Trustees. All officers serve as an extension of the state and national organization with the distinct purpose of advancing the mission of HOSA by providing dynamic leadership, services, communication, and support to local chapters.

State officers are student ambassadors, leaders, and role models for Oregon HOSA. To fulfill the important responsibility of serving members and advancing Oregon HOSA, state officers are required to attend meetings and perform specific leadership duties.

General Duties of State Executive Council

- Lead the general student membership of Oregon HOSA.
- Use voting privileges at all Oregon HOSA Executive Council meetings and on designated committees.
- Communicate regularly and respond promptly to all inquiries for information. All correspondence must be reviewed by the State Advisor.
- Represent Oregon HOSA with excellent standards of professionalism, etiquette, and public relations to promote HOSA.
- Submit articles for the Oregon HOSA Online Newsletter.
- Complete all required reporting documents and keep the State Advisor updated on progress.
- Contribute to the planning, preparation, and implementation of Oregon HOSA conferences.
- Work with Board of Trustees and Management Team to deliver leadership to Oregon HOSA membership through social media, chapter visits, and other Oregon HOSA sponsored events and activities.
- Fulfill the duties of appointed office, including attendance of all meetings, events, and conferences.
- Complete all assignments and projects in a timely manner.
- Commit to one year of service as an Oregon HOSA State Officer (with the exception of the President-Elect position, which requires two years of service).

Qualifications and Procedures

Candidate Qualifications

All candidates must:

- Be an active Oregon HOSA member in good standing in an Oregon HOSA local chapter at the school/district in which they are enrolled.
- Be committed to live in Oregon for the entire duration of term in office.
- Have not already served two (2) terms.
- Have a cumulative 3.0 GPA and maintain that GPA throughout term in office.
- Have taken or currently enrolled in a health science education course or completed a sequence in a health science education program.
- Be recommended by the local chapter advisor and endorsed by his/her chapter.
- File a completed State Officer Application by the Oregon HOSA deadline.
- Be able to attend the state officer orientation meeting in May (Tentative).





Election Procedures for State Office

1. Applicants for state office must submit the completed State Officer Application by **Saturday, February 3, 2024 at 12:00 PM PST**, to the Oregon HOSA website. **This is the receipt deadline.**
2. All applicants will take an exam based on HOSA facts and basic parliamentary procedure during the State Qualification Testing window.
3. All applicants will participate in a video interview with the Nominating Committee before the State Leadership Conference.
4. The Nominating Committee considers the applications, exam scores, and interview and slates approved applicants as candidates for Executive Office. The Nominating Committee will slate each candidate into a position and that candidate will run for that position.
5. Candidates for Executive Office will deliver a two (2) minute speech during the Opening HOSA Session at the State Leadership Conference.
6. During the Business Session, the voting delegates will get an opportunity to ask the candidates questions. Each candidate will have the opportunity to answer each question.
7. Voting Delegates will cast ballots for state officer candidates at the Business Session. The candidates receiving the most votes in each position will be elected to state office.
8. In the case of a tie, a run-off election will be held.
9. The newly elected state officers will be announced and officially installed at the Grand Awards Session.
10. Newly elected state officers assume the year of service at the close of the State Leadership Conference at which they were elected.
11. Newly elected state officers will be **required** to attend a brief State Officer Transition Meeting immediately following the conclusion of the State Leadership Conference.



Procedure for Virtual Interviews

Once you submit your application you will receive notification that your application is complete. **Approved candidates** will participate in a virtual interview prior to the State Leadership Conference. The interview representatives may consist of the current or past state officers, chapter advisors, board members, and/or Oregon HOSA staff. Interviews will be approximately 15 minutes in length.

Interviews will take place **February 12th – 14th, 2024 from 4:00 PM – 7:00 PM PST**. You will receive an appointment time and link for an interview. Failure to attend the interview may result in immediate disqualification. In the case that you are not able to make your interview please contact the State Officer Coach at coach@oregonhosa.org.



Procedure for Determining Voting Delegates

As a student led organization, the power to change, direct, and propel the association rests with student voting delegates. Voting delegates elect state officers and approve amendments to the Student Bylaws.

Each chapter receives voting delegates in accordance with the table below.

5-38 members	2 delegates
39-63 members	3 delegates
64-88 members	4 delegates
89-113 members	5 delegates
114-138 members	6 delegates
139+	7 delegates





Campaign Questions & Eligibility

Questions regarding campaign procedures or candidate eligibility may be directed to coach@oregonhosa.org.

It is never too early to start planning! To be successful, please take note of the following rules and tips to help you prepare for the campaign.

Rules

1. Campaign speeches will not exceed two (2) minutes.
2. Social media may **not** be used for campaigning.



Campaign Speech Tips

1. Campaign speeches should include your qualifications for state office as well as your platform. The candidate platform should include goals, ideas, and initiatives that will advance the mission of Oregon HOSA.
2. Campaign speeches should exhibit a thorough understanding of how Oregon HOSA works. It should be aimed at what is best for all members of Oregon HOSA, not simply the needs of any particular local chapter.
3. Practice, practice, practice! Effective campaign speeches should not be read or delivered impromptu. Do not "wing" the campaign speech! Campaign speeches are the time to inspire delegates and win their votes. Be creative! Think of an appropriate theme, slogan, or acronym that helps voting delegates remember you.
4. Deliver with purpose and power! The way the campaign speech is presented is just as important as the words spoken. Use good eye contact. Smile. Use appropriate hand gestures. Speak with conviction and enthusiasm. Vary speaking tone, rate, pace, and volume. Speak clearly and enunciate!



5. Know the issues and the organization! Following the campaign speech, members have the opportunity to ask questions of each of the candidates. Questions will be related to HOSA, leadership experiences and what you intend to do if elected to state office. You should practice answering questions with your advisor and chapter to prepare.



Application Instructions

Applicants for state office must submit the following required documents and forms upon arrival at the conference:

Application Checklist

- ▽ State Officer Candidate Information Sheet
- ▽ State Officer Candidate Q & A
- ▽ Advisor Checklist
- ▽ State Officer Candidate Agreement
- ▽ Oregon HOSA Student Code of Conduct
- ▽ School Administration Statement of Support
- ▽ Uniform Form
- ▽ Current transcript with GPA and Health Science courses circled in red



Submission of Application

The deadline for the Candidate Application is February 3, 2024 at 12:00 PM PST. This is the RECEIPT deadline, which means the completed application must be submitted through the website by this date.

Questions? Please contact:

coach@oregonhosa.org | (678) 525-3535



State Officer Candidate Information Sheet

Parents/Guardians

The Chapter Advisor should schedule a meeting with the State Officer Candidate and their parent/guardian and carefully review this checklist and the rest of the State Officer Candidate Guide. Once the advisor has held this meeting and reviewed the checklist it should be completed, signed, and dated, and submitted to Oregon HOSA along with the required forms in this packet.

✓	ITEMS TO DISCUSS AND REVIEW WITH YOUR STATE OFFICER CANDIDATE
	Have a frank conversation with the state officer candidate to ensure that they understand the commitments required of state officers. Be sure that they understand that at times they will have to miss out on sporting events or other personal activities in order to fulfill their state officer responsibilities. Officers must recognize that HOSA conferences and events come before other social functions, including athletics and dances.
	Ensure that state officer candidates understand that being a state officer is a privilege and will require their very best effort. If elected, the candidate will be required to devote several hours each week to their state officer responsibilities and will not be allowed to fall behind on state officer duties and responsibilities.
	Talk to the candidate about their involvement in other activities like sports, clubs, work, etc. Be sure that they have fully calculated the time commitment and are prepared to make HOSA a priority if they are elected.
	Set up a plan for the officer to keep the advisor regularly updated about their projects, upcoming responsibilities, and duties of office.
	Discuss and create a time management plan for when and how the officer will complete their HOSA work each day. Officers should plan to spend about 30 minutes a day (sometimes more) on HOSA work.
	Ensure the officer has access to internet on a daily basis either at home or through the school. Officers will need access to Gmail for official state officer communications.
	Carefully review this packet with the candidate and be familiar with the rules and guidelines for state officer candidates.
	Ensure that all forms from this packet have been completed.
	Be sure that the candidate understands that while being a HOSA State Officer is an invaluable experience and will be a great accomplishment to highlight on their resume and college



applications, which being a state officer should be about their passion for HOSA and desire to be a part of making Oregon HOSA great. This is a real commitment that will require time, effort, initiative, and commitment throughout their term of office.

Chapter Advisor Name (Printed)

Chapter Advisor Signature

Date



Candidate Agreement

Purpose

Becoming an Oregon HOSA State Officer requires a commitment on the part of all parties concerned. In order to make that commitment, each party must understand their responsibility to this leadership training experience. In order for a candidate to be eligible for office, all parties indicated *must* sign this agreement.

State officer candidates should understand that, if elected, attendance at all state officer meetings and activities is mandatory and that failure to attend any of these meetings will result in their removal from office, with the exception of emergencies/unsafe traveling conditions. They should also understand that they may be removed from the office if they fail to comply with State Officer responsibilities/assignments or participate in activities/conduct which would reflect negatively on Oregon HOSA or the State Executive Council.

If elected, the candidate agrees to

1. Attend and participate in all meetings (including, but not limited to, state officer meetings, state officer training's, conferences) and attest that; "I fully understand the responsibilities and obligations of the position I seek and, if elected, will carry them out to the very best of my ability. I further understand that if, in the opinion of the majority of the Management Team, State Advisor, or the State Director, I fail to fulfill my responsibilities and obligations of office, and/or I violate the Oregon HOSA Student Code of Conduct, I can be removed from office."
2. Perform to the best of his/her ability the duties of the elected office.
3. Maintain an unweighted GPA of 3.0 or better based on a 4.0 scale during their term of office.
4. Participate in ALL activities scheduled by Oregon HOSA.
5. Maintain active membership in a Secondary or Post-Secondary chapter by signing up for membership and paying national and state dues.
6. Attend the newly elected state officer orientation meeting May TBD, 2024 (Tentative).



The Parent(s)/Guardian(s) Listed Below Agree To:

1. If elected, authorize the candidate's cell phone number to be printed on his/her official business cards, if applicable, unless alternative arrangements are requested in writing to the State Management Team.
2. Grant permission to Oregon HOSA and its staff/contractors, State Department of Education, and sponsors/supporters to use the above delegate's name and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, promotions and on websites for informational, promotional and other related purposes without further consideration, and acknowledge the right of Oregon HOSA to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion.
3. Permit the candidate to participate in all scheduled Oregon HOSA activities, State Officer meetings, chapter visits, and other official officer duties.
4. If the student is elected, permit, and in the case of parents, authorize the student to visit Oregon schools and participate in Oregon HOSA chapter activities for the purpose of conducting official HOSA state officer business.
5. Encourage the candidate to take full benefit of the leadership development experience.

The Advisor(s) and All School Officials Listed Below Agree To:

1. Recommend for state office only those candidates who are qualified.
2. Ensure the candidate's attendance at all Oregon HOSA activities.
3. Permit the candidate to visit Oregon schools and participate in HOSA chapter activities for the purpose of conducting official HOSA state officer business.
4. Certify that the candidate has earned a GPA of 3.0 (4.0 base) or better for the term preceding the election and that the officer maintains this during their term of office.
5. Read the Candidate Agreement and Oregon HOSA Student Code of Conduct and discuss it with the student.



I have read and understand the Oregon HOSA Candidate Agreement.

Candidate Name (Printed)

Candidate Signature

Date

Chapter Advisor Name (Printed)

Chapter Advisor Signature

Date

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

High School Administrator Name (Printed)



High School Administrator Signature

Date

Oregon HOSA Student Code of Conduct

The following conduct policies apply to all state officers and will be in effect for the full duration of their term of office. Official conferences and activities begin when the officer leaves home for the event and ends when they return home, therefore this code is in effect throughout this entire period of time.

"I agree to follow the Oregon HOSA Code of Conduct while I am representing Oregon HOSA as a member of the State Executive Council. I will resign my office if I fail to follow this code"

The following shall be regarded as severe violations of the OREGON HOSA Code of Conduct:

Should a conduct code violation occur for item 1 through 7 below, regardless of when exposed, the violating student(s) will be sent home and will not be eligible to attend any other state, regional, or national conference during that school year. If the violation warrants it, law enforcement may also be notified. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Trustees.

1. Alcohol, Drugs and Tobacco: a student shall not possess, use, transmit, be under the influence of, or show evidence of having used an alcoholic beverage, other drugs, substances or tobacco products capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior or judgment; other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and must be on record with the advisor. Nor shall the student possess, use, sell or transmit paraphernalia associated with drugs, alcohol, or chemical substance in any form (including tobacco), at any time, or under any circumstances, on public or private properties.
2. Curfew: Committing serious violations of curfew regulations as outlined in item 9 below.
3. Willful Companionship: Being in the willful companionship of someone who violates any portion of the conduct code, or failing to report any direct knowledge (other than hearsay) of the conduct code violations



4. Personal Conduct: Cheating, dishonesty, or taking unfair advantage of others; participating in social activities other than those with conference participants; conducting acts and/or possession of weapons capable of causing bodily harm or fear of life, defacing or stealing any public or private property (for which financial responsibility will rest solely with offending individuals or their chapter); breaking the law; other serious violations of personal conduct regulations.
5. Serious Violations of the student conduct code of the school district or school that the student represents.
6. Private Transportation: Driving or riding in a private automobile during a conference, unless accompanied by an authorized advisor. (Delegates are to be housed at the conference site) Occasionally a chapter advisor, under special circumstances, may allow a student to drive or ride in a private automobile to a conference. These students are required to complete a "Permission to use Private Transportation" form to the chapter advisor prior to the conference. Permission to drive/ride applies to transportation of the student named on the form and only to and from the conference site. Once a driving/riding delegate has arrived at the conference site, he/she shall not be in a private automobile again until leaving the site at the end of the conference.
7. Abusive Behavior and Lewd Conduct: A student shall not engage in any lewd, indecent, sexual, or obscene act or expression or possess such materials. A student shall not engage in verbal, physical or sexual harassment, hazing, or name-calling. The use of slurs against any person on the basis of race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is prohibited.

The following shall be other violations of the OREGON HOSA Code of Conduct:

Should a conduct code violation occur for items 8-12 below, regardless of when exposed, the violating student(s) may be sent home and may not be eligible to attend any other state, regional or national conference during that school year. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Trustees or local Advisor.

8. Conference Conduct: Failing to wear the supplied conference ID badge and wristband (when provided) at all times from arrival at the conference until departure at the end of the conference; leaving sessions prior to their conclusion (except in the case of emergency); failing



to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which a delegate is registered (unless engaged in a specific assignment taking place at the same time); not abiding by the rules and regulations of HOSA or school/district policies from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.

9. Curfew: Failing to be in your assigned hotel room from the curfew time designated in the conference program until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after designated curfew time; ordering any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time.
10. Dress: Failing to abide by the dress regulations established for the conference, as outlined in the Dress Code.
11. Personal Conduct: Failing to report accidents, injuries or illnesses immediately to the local HOSA Advisor; failing to keep adult advisors informed of activities and whereabouts at all times; failure to comply with established grievance process for disputes about competitive event results/processes (including personally confronting judges or event administrators); using tobacco products outside of local school district policies and state law; having a member of the opposite sex in a room if no adult chaperone is present and the room door is not visibly open (e.g., the door may be propped wide open), having a delegate or advisor of the opposite sex in a room without a third person present and the door visibly open.
12. Hotel Conduct: Failing to meet the professional standards of housing facilities; accruing incidental room charges (i.e. phone calls, room service, pay-per-view movies, etc.) without settling the account prior to check-out; throwing objects out the window or into the hallway; moving hotel furniture from rooms (e.g., onto the balcony); failing to follow hotel rules and regulations.

Note: Individual School District Policies may supersede the code of conduct.



I Have Read and Understand the Oregon HOSA Student Code of Conduct as Stated Above:

Candidate Signature

Date

Chapter Advisor Signature

Date

Parent/Guardian Signature (If under 18 years)

Date



Candidates need to secure the official endorsement of their HOSA chapter advisor and school administrator as an officially supported state officer candidate.

School Administration Statement of Support

I understand that HOSA is a national and state organization officially endorsed by the U.S. Department of Education and sponsored by the Oregon Department of Education as a curricular and integral instructional tool of the classroom.

I understand that _____ (candidate name) has been officially endorsed by our school's HOSA chapter, our HOSA chapter advisor, and his/her parents/guardians to seek Oregon HOSA State Office.

I understand that if the above-named student is successfully selected to serve as a State Officer that he/she will be required to attend meetings, leadership conferences, and education activities that on occasion may occur during the regular instructional period.

Our school agrees to maintain an active local HOSA chapter and chapter advisor during the above-named student's term of service as an Oregon HOSA State Officer.

Our school agrees to support the above-named student's duties and responsibilities as an Oregon HOSA State Officer including approval of absences or providing chaperones for Department of Education or Oregon HOSA official functions. We also understand that it is the local chapter's responsibility to comply with any school district policies and practices regarding a state officer's participation in Oregon HOSA official functions.

I understand that serving as an Oregon HOSA State Officer is a position of high honor and important responsibility to our school, community, and the citizens of Oregon. Our school pledges to work in partnership with the Oregon Department of Education and Oregon HOSA to ensure the success of the above-named student's leadership, academic, and career pursuits while serving as a State Officer.



AUTHORIZED BY:

Print Name of Administrator

Print Name of Advisor

Print Title of Administrator

Print Title of Advisor

Signature of Administrator

Signature of Advisor

Uniform Information Form

State Officers are responsible for purchasing the components of the state officer uniform. Please measure yourself and review the chart below. Oregon HOSA will purchase 1 casual ORHOSA shirt, name badge, member pin and swing chain, business cards and thank you note cards for the elected officers. To ensure the best fitting, most comfortable and best-looking attire, **please have your measurements done by a professional** to prevent delays in ordering your shirts.

STATE OFFICER CANDIDATE NAME

LADIES				GENTLEMEN			
<u>BLAZER SIZE</u> <i>Circle one size</i>				<u>BLAZER SIZE</u> <i>Circle one size from short, regular, tall, or xtra</i>			
SIZE	BUST	WAIST	HIPS	SHORT 5'3"-5'7"	REGULAR 5'7"-5'11"	TALL 6'0" - 6'3"	XTRA 6'3" and Taller
SIZE 0:	32	25	35	36	36		
SIZE 2:	33	26	36	38	38	38	
SIZE 4:	34	27	37	40	40	40	
SIZE 6:	35	28	38	42	42	42	42
SIZE 8:	36	29	39	44	44	44	44
SIZE 10:	37	30	40				
SIZE 12:	38	31	41				
SIZE 14:	40	33	43				
SIZE 16:	41	34	44				



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<p><u>SKIRT/PANT SIZE</u> Circle your preferred skirt/pant style</p> <p>Petite Regular Long</p> <p>Indicate your size (#) _____</p>		<p><u>PANT SIZE</u> Indicate waist and length below</p> <p>Waist (#) _____</p> <p>Length (#) _____</p>																																												
<p><u>POLO SHIRT/DRESS SHIRT</u></p> <p>Small Medium Large XL XXL</p>		<p><u>POLO SHIRT/DRESS SHIRT</u></p> <p>Small Medium Large XL XXL XXXL</p>																																												
<p><u>SHOE</u></p> <p>Indicate your size (#) _____</p>		<p><u>SHOE</u></p> <p>Indicate your size (#) _____</p>																																												

You can order your uniform from Awards Unlimited
<https://hosastore.amercommerce.com/official-attire>

- You will need:
1. An economy blazer
 2. Slacks
 3. Neck ascot or tie

You may purchase the white oxford shirt anywhere, and you will need navy or black closed-toe dress shoes.