

Louisiana HOSA

# Candidate Information Packet

Executive Council

Louisiana HOSA Executive Council  
2018 - 2019



## **LOUISIANA HOSA 2018 – 2019 State Officer Candidate Information Packet**

**Read the following information pages very carefully.**

If you have any questions, please call the Louisiana HOSA State Office at (337) 989-0001.

### **Application Deadline**

**Friday, January 26, 2018**

The chapter advisor must complete and sign the application checklist to verify the application is complete before the application is submitted.

Candidates must mail the **original** documents to Louisiana HOSA Headquarters by 5:00pm on Friday, January 26, 2018 (**this is NOT a postmark date**). Faxed and emailed applications will not be considered. Applications should be one-sided and paper clipped together.

Louisiana HOSA  
Attn: Brooke Voorhies  
103 Independence Blvd  
Lafayette, LA 70506

**LATE APPLICATIONS WILL NOT BE ACCEPTED.**

### **Eligibility**

- Middle School candidates **MUST** be currently classified as a sixth or seventh grader.
- Secondary candidates **MUST** be currently classified as a freshman, sophomore, or junior.
- Post-Secondary/Collegiate candidates **MUST** be currently classified as a freshman, sophomore, or junior.
- Current eighth graders, high school seniors, and graduating post-secondary/collegiate members are not eligible to run for state office.
- Must have a 2.7 or greater GPA on a 4.0 scale.
- Must be endorsed by your chapter advisor, school principal, parent/guardian, and employer.
- Must be willing to put their duties as a state officer before any other extracurricular activities.
- Must be able to provide own reliable transportation.
- It is to the candidates' advantage to have had local officer experience, although it is not required.

## Elected Positions

- President-Elect (Secondary or PS/C)\*
- Region 1 Vice President (Secondary)
- Region 2 Vice President (Secondary)
- Region 3 Vice President (Secondary)
- Middle School Vice President (Middle School)\*\*
- Post-Secondary/Collegiate Vice President (PS/C)
- Secretary (Secondary or PS/C)
- Sentinel (Secondary or PS/C)

\* President-Elect candidates must be a current secondary or current post-secondary/collegiate freshman or sophomore.

\*\* Middle School candidates must be a current sixth or seventh grader.

## **General Duties of a State Officer**

State Officers are student ambassadors, leaders, and role models for LA HOSA. In order to fulfill the important responsibilities of serving members and advancing LA HOSA, state officers are required to attend meetings and perform specific leadership duties.

The following list **is not** all inclusive. All officers will be expected to maintain good grades, and manage their coursework and other activities, while still giving high priority to their position as a State Officer of Louisiana HOSA. State officers may be removed from office by State Staff at any time for not upholding the highest standards, or not fulfilling their duties.

A state officer position is not a passive position; rather it is a working office. You are held up to the highest standards, and are expected to set a good example for all members, maintain a great attitude, and participate as much as possible.

**It is a great honor to be elected as a State Officer.**

### **All State Officers**

- Lead the general student membership of LA HOSA.
- Establish an annual Program of Work composed of team and individual goals that will benefit LA HOSA.
- Represent LA HOSA with excellent standards of professionalism, etiquette, and public relations to promote LA HOSA.
- Help with any duties as directed by the State Advisor/Program Specialist/Public Relations Specialist
- Attend all monthly State Officer meetings (may be via phone or computer/skype/etc.)
  - Only one regular meeting may be missed
- Help other officers as needed with their duties
- Work as a team at fundraising for LA HOSA
- State officers will work as a team to complete a Service Project of their choosing.

### **State Officer Responsibilities**

#### **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 the Historian by keeping a scrapbook record of LA HOSA.
- Must attend all Regional Conferences and State Leadership Conference.

#### **Regional Vice Presidents**

- Aids in the development and promotion of secondary HOSA Chapters and membership.
- Works to promote activities and engagement within all regions.
- Assists in the planning of their designated regional Fall Forum.
- Must attend their designated Regional Fall Forum and State Leadership Conference.

#### **Middle School Vice President**

- Aids in the development and promotion of middle school HOSA Chapters and membership.
- Assists in the planning of regional Fall Forums
- Must attend their Regional Fall Forum and State Leadership Conference.

#### **Post-Secondary/Collegiate Vice President**

- Aids in the development and promotion of post-secondary/collegiate HOSA Chapters and membership.
- Assists in the planning of regional Fall Forums.
- Must attend their Regional Fall Forum and State Leadership Conference.

#### **Secretary**

- Creates and maintains supporting documents of all state officer meetings, events, and conference calls.
- Serves as the Reporter by keeping chapters and communities informed on all things Louisiana HOSA.
- Must attend their Regional Fall Forum and State Leadership Conference.

#### **Sentinel**

- Assists the president in maintaining order.
- Assists with meeting preparations
- Assists the Program Specialist behind the scenes during General Sessions.
- Welcomes guests and visitors and serves as the hospitality manager.
- Must attend their Regional Fall Forum and State Leadership Conference.

## Election Process Timeline

November 13, 2017 – January 26, 2018:	Application Submittal Period
January 26, 2018:	Application Deadline
February 1, 2018:	Candidates/Advisors will be notified of application review results
February 5 – 9, 2018:	Candidate Online Exam
February 12, 2018:	Candidates will be notified of Interview times
February 16, 2018:	Candidate Interviews in Region 2
February 17, 2018:	Candidate Interviews in Region 3
February 24, 2018:	Candidate Interviews in Region 1
February 28, 2018	Candidate Slating Announcement
SLC Day 1:	Candidate Opening Session Practice
SLC Day 2:	Candidate Speeches/Questions Voting Executive Council Installation
SLC Day 3:	Executive Council Breakfast Awards Session Practice

## Election Process

### Application

#### **Deadline: Friday, January 26, 2018**

The chapter advisor must complete and sign the application checklist to verify the application is complete before the application is submitted.

Candidates must mail the **original** documents to Louisiana HOSA Headquarters by 5:00pm on Friday, January 26, 2018 (**this is NOT a postmark date**). Faxed and emailed applications will not be considered.

Louisiana HOSA  
Attn: Brittney Bradford  
103 Independence Blvd  
Lafayette, LA 70506

There are no limits to the number of applications from each chapter. All applications will be scored based on the *required items for submission*. The top-ranked candidates will be invited to participate in the next step in the election process.

Candidates will be notified of results no later than February 1, 2018.

### **State Officer Candidate Exam**

Candidates who completed the application process will be required to complete and pass an online exam with at least a 75%. All candidates who score at least a 75% will be invited to participate in the next step in the election process.

The exam will take place online during February 5 – February 9, 2018. Reference material may not be used during the exam. Candidates will have 60 minutes to complete the exam.

#### **Suggested Study Reference for the Written Test**

- HOSA National Creed
- International Leadership Conference Theme
- Duties of State Officers
- Review the History and Background of the National Organization, HOSA Handbook, Section A, Latest Edition
- Parliamentary Procedure (know types of motions, order of business, how to make a motion)
- Competitive Event Categories and their Events
- Lahosa.org
- Hosa.org

### **State Officer Candidate Interviews**

Candidates who pass the written exam will be required to participate in Candidate Interviews. Qualified Candidates will receive their interview times on February 12, 2018.

February 16, 2017: Region 2 Candidate Interviews

February 17, 2017: Region 3 Candidate Interviews

February 24, 2017: Region 1 Candidate Interviews

Interviews will last no more than 30 minutes per Candidate. The top-ranked candidates will be invited to participate in the next step of the election process.

Candidates should be in uniform per dress code and should arrive no later than 15 minutes before their scheduled interviews.

Candidates will be notified of slated position no later than February 28, 2018.

### **Opening Session**

All slated candidates are required to participate in the Opening Session Practice.

Candidates should be in uniform per dress code.

### **State Officer Candidate Speeches**

All slated candidates will be required to give a speech during the Business Session.

Candidates should be in uniform per dress code.

The campaign speech must not exceed two minutes. Know your speech well & make eye contact with your audience; speak confidently. Humor and catchy phrases can be good, but don't over-do it.

Suggested Speech outline:

- A. Tell about yourself.
  - a. Name.
  - b. Where you are from/what HOSA Chapter you belong to?
  - c. Describe your career goals.
- B. Describe your previous participation in HOSA.
  - a. Do you currently hold a chapter office?
  - b. Explain why HOSA is important to you.
- C. Describe why you want to be a HOSA state officer.
- D. Describe what experience you have that qualifies you to be a HOSA Officer.
  - a. Participation and/or leadership in school activities.
  - b. Participation and/or leadership in community activities/volunteering
- E. Identify the goals you hope to accomplish as a state officer.
- F. Closing statement that has impact, and will make students want to vote for you.

After each candidate concludes their speech, they will pull a question to answer. Candidates will have 30 seconds to answer the question.

### **Voting**

Voting will take place immediately after the candidates have concluded their speeches and questions. Candidates are not allowed to be present during voting. Voting will continue until there are no run-offs.

### **State Officer Election Results**

The results of the State Officer Election will be announced and Installed during the Recognition Session. Candidates should be in dance dress code.

### **Executive Council Breakfast**

All newly elected officers will be required to attend the Executive Council Breakfast. Newly elected officers should be in official uniform.

## State Officer Uniform

All newly elected State Officers will be required to purchase the Official HOSA Uniform.

State Officers should order/purchase their Official HOSA Uniform no later than March 12, 2018.

State Officers must have their Official HOSA Uniform by April 16, 2018.

State Officers must have their Official HOSA Uniform tailored to fit. Women's skirt length should be at the knee, but **no more than** 2 inches above the knee.

### **Women:**

#### **Women's Checklist**

- ☐ Economy Blazer
- ☐ Economy Skirt
- ☐ HOSA Bowtie
- ☐ Women's Oxford, Long Sleeve Shirt
- ☐ Pantyhose
- ☐ George Women's Classic Mid-Heeled Pump Dress Shoe

#### **Awards Unlimited**

- Economy Blazer: \$90.00
- Economy Skirt: \$40.00 (women are required to wear skirts)
- Women's Oxford, Long Sleeve Shirt: \$32.00
- Bowtie: \$16.00
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<http://www.awardsunlimited.com/store/c/131-Official-Attire.aspx> (These prices do not include taxes and shipping.)

#### **Wal Mart**

- Pantyhose: Officer's Choice (Required)
- Shoes: \$12.00 George Women's Classic Mid-Heeled Pump Dress Shoe (Wal-Mart)

[www.walmart.com/ip/George-Women-s-Classic-Mid-Heeled-Pump-Dress-Shoe/54791513](http://www.walmart.com/ip/George-Women-s-Classic-Mid-Heeled-Pump-Dress-Shoe/54791513)





**Men:**

**Men's Checklist**

- ☐ Economy Blazer
- ☐ Economy Skirt
- ☐ Men's Oxford, Long Sleeve Shirt
- ☐ HOSA Tie
- ☐ George Men's Faraday Oxford Dress Shoe

**Awards Unlimited**

- Economy Blazer: \$90.00
- Economy Slacks: \$40.00
- Men's oxford, long sleeve shirt: \$32.00
- HOSA Tie \$21.00

<http://www.awardsunlimited.com/store/c/131-Official-Attire.aspx> (These prices do not include taxes and shipping.)

**Wal Mart**

- Shoes: George Men's Faraday Oxford Dress Shoe: \$25.78

<https://www.walmart.com/ip/JARMEN-MENS-FARADAY-OXFORD-DRESS-SHOE/36069900>



## 2018 – 2019 Calendar at a Glance

Calendar Dates Subject To Change

<p><b><u>March 2018</u></b></p> <ul style="list-style-type: none"> <li>• <b>TBA:</b> State Leadership Conference</li> <li>• <b>March 12:</b> Order Official HOSA Uniform</li> </ul>	<p><b><u>October 2018</u></b></p> <ul style="list-style-type: none"> <li>• <b>October 3 @ 7:00 p.m.:</b> Executive Council Monthly Meeting (<i>In person/video con.</i>)</li> <li>• <b>October 25:</b> Officer Report Due</li> <li>• <b>TBA:</b> Fall Forum Rehearsal</li> <li>• <b>TBA:</b> Fall Forum Region 1</li> <li>• <b>TBA:</b> Fall Forum Region 2</li> <li>• <b>TBA:</b> Fall Forum Region 3</li> </ul>
<p><b><u>April 2018</u></b></p> <ul style="list-style-type: none"> <li>• <b>April 16:</b> Must have Official HOSA Uniform</li> <li>• <b>April 28:</b> New State Officer Workshop – In Person Only</li> </ul>	<p><b><u>November 2018</u></b></p> <ul style="list-style-type: none"> <li>• <b>November 7 @ 7:00 p.m.:</b> Executive Council Monthly Meeting (<i>In person/video con.</i>)</li> <li>• <b>November 5 – 9:</b> National HOSA Week</li> <li>• <b>November 25:</b> Officer Report Due</li> </ul>
<p><b><u>May 2018</u></b></p> <ul style="list-style-type: none"> <li>• <b>May 2 @ 7:00 p.m.:</b> Executive Council Monthly Meeting (<i>In person/video con.</i>)</li> <li>• <b>May 25:</b> Officer Report Due</li> <li>• <b>Date TBA:</b> State Officer Fundraiser</li> </ul>	<p><b><u>December 2019</u></b></p> <ul style="list-style-type: none"> <li>• <b>December 5 @ 7:00 p.m.:</b> Executive Council Monthly Meeting (<i>In person/video con.</i>)</li> <li>• <b>December 28:</b> Officer Report Due</li> </ul>
<p><b><u>June 2018</u></b></p> <ul style="list-style-type: none"> <li>• <b>June 6 @ 7:00 p.m.:</b> Executive Council Monthly Meeting (<i>In person/video con.</i>)</li> <li>• <b>June 11 - 15:</b> State Officer Training Retreat – In Person Only</li> <li>• <b>June 25:</b> Officer Report Due</li> <li>• <b>June 25 – July 1:</b> International Leadership Conference</li> </ul>	<p><b><u>January 2019</u></b></p> <ul style="list-style-type: none"> <li>• <b>January 2 @ 7:00 p.m.:</b> Executive Council Monthly Meeting (<i>In person/video con.</i>)</li> <li>• <b>January 25:</b> Officer Report Due</li> </ul>
<p><b><u>July 2018</u></b></p> <ul style="list-style-type: none"> <li>• <b>July 11 @ 7:00 p.m.:</b> Executive Council Monthly Meeting (<i>In person/video con.</i>)</li> <li>• <b>July 25:</b> Officer Report Due</li> <li>• <b>Date TBA:</b> State Officer Fundraiser</li> </ul>	<p><b><u>February 2019</u></b></p> <ul style="list-style-type: none"> <li>• <b>February 6 @ 7:00 p.m.:</b> Executive Council Monthly Meeting (<i>In person/video con.</i>)</li> <li>• <b>February 23:</b> SLC Rehearsal</li> <li>• <b>February 25:</b> Officer Report Due</li> </ul>
<p><b><u>August 2018</u></b></p> <ul style="list-style-type: none"> <li>• <b>Aug 1 @ 7:00 p.m.:</b> Executive Council Monthly Meeting (<i>In person/video con.</i>)</li> <li>• <b>August 25:</b> Officer Report Due</li> </ul>	<p><b><u>March 2019</u></b></p> <ul style="list-style-type: none"> <li>• <b>March 6 @ 7:00 p.m.:</b> Executive Council Monthly Meeting (<i>In person/video con.</i>)</li> <li>• <b>TBA:</b> SLC Rehearsal</li> <li>• <b>TBA:</b> Officer Report Due</li> </ul>
<p><b><u>September 2018</u></b></p> <ul style="list-style-type: none"> <li>• <b>September 5 @ 7:00 p.m.:</b> Executive Council Monthly Meeting (<i>In person/video con.</i>)</li> <li>• <b>September 14 – 18:</b> Washington Leadership Academy (Dates may change)</li> <li>• <b>September 25:</b> Officer Report Due</li> <li>• <b>September 29:</b> Fall Forum Rehearsal</li> </ul>	<p><b><u>April 2019</u></b></p> <ul style="list-style-type: none"> <li>• <b>April 27:</b> New State Officer Workshop</li> </ul>

# State Officer Travel Price Guide

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The following list is not all inclusive. Travel prices are an estimate and are subject to change.

It is the chapter's responsibility to help a State Officer with travel fees and to help State Officers fundraise for their Travel Requirements.

## State Officer Training Retreat

Date: June 11 – 15, 2018 (subject to change)  
Price: \$25  
Payment Due: June 1<sup>st</sup>, 2018

## International Leadership Conference (ILC)

Date: June 26 – July 1, 2018  
Price: Registration \$125\*

State Officers are responsible for coordinating ILC with their Advisors/Chapters.

## Washington Leadership Academy (WLA)

Date: September 14 – 18, 2017  
Price: \$1300 (subject to change – will depend on who goes)  
    Registration \$500  
    Hotel \$400 (based on 3 people in room-subject to change)  
    Travel \$400 (subject to change)

Commitment Form/Deposit	July 1	– Deposit: \$100
1 <sup>st</sup> Payment	July 15	– Payment: \$300
2 <sup>nd</sup> Payment	August 1	– Payment: \$300
3 <sup>rd</sup> Payment	August 15	– Payment: \$300
4 <sup>th</sup> Payment	September 1	– Payment: \$300

## Fall Forum

Date: TBA (subject to change)  
Price: \$25  
Payment Due: October 1, 2017

## State Leadership Conference (SLC)

Date: TBA  
Price: Registration \$65

State Officers are responsible for coordinating SLC with their Advisors/Chapters.