

HOSA Chapter Officers—Duties and Responsibilities

A HOSA Chapter officer is in a position of leadership. It is his/her responsibility to promote and encourage the growth of the local Chapter.

Chapter officers will be meeting many business and professional people and peer groups during the year. They must not forget they are representing HOSA. Appearance and behavior will influence opinions held by others of them as officers, as well as the Chapter as a whole, the Advisor, and the school. The officers must handle themselves in a professional manner, be courteous at all times, be careful what is said and how it is said, demonstrate leadership by knowing the topic, being a good listener, and avoiding arguments.

As an officer, the greatest challenge will be to exhibit qualities of leadership that will cause HOSA to grow through the members with whom there is personal contact. By setting goals for self-improvement, members are encouraged to improve themselves. The officer's responsibility is one of developing and maintaining enthusiasm for HOSA at all times during the year. Enthusiasm is contagious and this will lead to a more successful year.

Any organization designed to be of lasting value to its members must have competent and aggressive leadership. Duly elected officers provide the leadership for the local HOSA Chapter. Every officer should be selected on his or her ability to meet the requirements and perform all the duties of the office to which elected.

Suggested Duties and Responsibilities of the President

The person accepting the office of President assumes the responsibility of doing everything possible to make his or her HOSA group a stronger, better organization than it was before he/she was installed as President.

The President will need the latest edition of the **Official HOSA Handbook** and a copy of **Robert's Rules of Order, Newly Revised**, the accepted book on parliamentary procedure for HOSA. From these two books, the President should learn his/her part in all meetings and the basic rules of parliamentary procedure. This information will enable the President to preside at meetings and function in all other expected capacities efficiently.

An effective President will be familiar with the HOSA Constitution, have a working knowledge of the State, Regional, and HOSA Program of Work, understand the organization and operations of HOSA, and know the names of state, regional, and HOSA Executive Council.

The President **MUST** realize that he/she cannot assume the responsibility of doing everything. The President's task is to "direct" and "guide." The ability to delegate responsibility without being "bossy" must be cultivated and practiced.

At times, during the year, the President will need to appoint committees. As a rule, appointments to committees should be done during a meeting. The President should spread the responsibilities of serving on committees by giving such jobs to several HOSA members, and by not using the same members over and over. A mixture of experienced members and younger members should be sought for each committee. Committee work provides opportunities for leadership training. The President is an ex-officio member of all committees, and may help in the efficient and effective operation of any committee, if it becomes necessary.

The President will need to work closely with the Advisor(s) in planning meetings. Meetings with officers and chairmen of all standing committees are valuable aids in planning for meetings. The President presides over all such meetings, directs the discussion, sees that all plans for meetings are made and then announces specific topics for meeting discussion several days prior to the meeting.

The President is often called upon to represent his/her organization at civic clubs, national and state education and professional associations, and other community organizations.

Speaking at meetings is a common assignment. A knowledge of HOSA history and facts about local Chapters, the state association, and national associations will be very helpful in making such presentations.

When presiding, the President should not take part in discussion other than to see that the question before the Chapter is clearly understood before action is taken. The President should not take sides. Should he/she wish to discuss the question, the Vice-President should be asked to preside until the President has expressed his/her opinion.

The President works for the good of the entire organization. **The primary duties of the President are to:**

- Lead the organization;
- Preside at business meetings; and
- Appoint committees.

In leading the organization, a President will:

- Show intense interest in the HOSA program and be optimistic about its success;
- Seek to inspire interest and optimism in others;
- Make the group aware of individual abilities and willingness to work;
- Show tolerance of the sincere convictions of others;
- Be sympathetic toward the problems of others;
- Be willing to accept responsibility, and to share responsibility with others;
- Give proper recognition to others for work well done;
- Be able to lead a discussion democratically;
- Be willing to come to conclusions based solely on the facts pertaining to the particular case;
- Be pleasant and cheerful;
- Keep the school administration informed of HOSA activities.

When presiding at meetings, the President will:

- Know and follow the rules of parliamentary procedure;
- Have minutes of previous meetings approved;
- Follow a definite order of business;
- Recognize a speaker when he/she is standing and after the Chair has been properly addressed;
- Confine discussions and motions to business that is before the house;
- Make sure that motions and amendments are clearly understood;
- Require seconds to motions and amendments before proceeding;
- Call on individuals when they can make valuable contributions;
- Make every matter of business a democratic expression of the group;
- See that the Secretary is making proper record of the proceedings;
- Ask for the Advisor's opinion, if necessary;
- Call for order when necessary;
- Refrain from doing most of the talking; the President directs the discussion.

In conducting meetings, the President will:

- See that the meeting room is ready, and that all materials are in place;
- Know part on program and assist others to know their parts;
- Speak distinctly and with proper enunciation;
- Conduct all meetings with dignity.

When appointing committees, the President will:

- Seek advice from others on the executive committee and the Advisor before making appointments;
- Consult the individual before making an appointment;
- Give consideration to the individual's abilities and willingness to accept responsibility;
- Keep in mind the nature of the work to be done by the committee;
- Use new members on committees with experienced members;
- Distribute responsibilities and opportunities to achieve among all members;
- Be sure the members of the committee understand what is to be done and the deadlines to be met.

Suggested Duties and Responsibilities of the Vice-President

In properly organized Chapters, the Vice-President is no longer the “forgotten one” of the Chapter. Instead this individual is one of the busiest officers in the Chapter.

The Vice-President should know the Creed, Motto, and the Purposes of HOSA and should have the ability to handle meetings and know parliamentary procedure. Moreover, this individual should be familiar with the committee organization of the Chapter.

One of the important jobs of the Vice-President is to get the Chapter’s Program of Work and activities set up early in the year. This should be done with the cooperation of all officers and committee chairmen. The Secretary should have a copy of the completed program in the Secretary’s book. The Vice-President should see that a copy of the Program of Work/activities is mailed to the HOSA Specialist in time to meet the requirements for a Chapter rating, if such is part of the state’s program. This officer will need to be familiar with setting up the program of activities and should assist with the conduct of meetings, committees, and assist the Secretary in preparing the program for each Chapter meeting. This should be done well in advance of the meeting and posted on the bulletin board.

Briefly, the main duties and responsibilities of the Vice-President are to:

- Assist the President;
- Have charge of setting up and carrying out the Chapter Program of Work/activities;
- Preside in the absence of the President;
- Assume responsibility for room arrangements at all meetings;
- Be responsible for a report on accomplishments to the Chapter at the end of the year.

Suggested Duties and Responsibilities of the Secretary

A good Secretary contributes much toward the efficiency of a Chapter. Some Chapters have one or more recording and corresponding Secretaries, while others have only one Secretary who performs all the duties belonging to that office.

Whether the Chapter has one Secretary or more than one, suggested duties are:

- Prepare and read the minutes of the Chapter's business meetings and the meetings of the officers;
- Prepare the written agenda of each meeting for the President, listing the order of business;
- Answer all correspondence promptly and file the letter and the reply for future reference;
- Mail, circulate, and/or post notices;
- Keep a membership list and record of attendance at meetings;
- Serve as chairman of the membership committee;
- Call meetings to order in the absence of the President and Vice-President/President-Elect and entertain a motion for a temporary chairman;
- Count and record rising vote when taken;
- Keep the permanent records of the Chapter;
- Read communications at meetings;
- Collect and record reports of all committees and all written resolutions.
- Prepare for each meeting the following:
 - Secretary's book and minutes of previous meetings;
 - Lists of national, district, and local Chapter officers;
 - Copies of national, district, and state Programs of Work and calendar of activities;
 - Copies of Constitutions and Bylaws; national, state, and local;
 - Copy of the official **HOSA Handbook**.

Suggested Duties and Responsibilities of the Treasurer

A good Treasurer contributes much toward the efficiency of the Chapter and should be accurate, prompt, and resourceful.

Suggested duties are to:

- Receive and act as custodian of Chapter funds;
- Collect fees and money as agreed and send to State and/or HOSA Headquarters as per State procedures;
- Pay Chapter funds as authorized;
- Keep the financial records of the Chapter;
- Cooperate with the chairman of the finance committee;
- Assist in preparing an annual budget of estimated receipts and expenditures;
- Devise appropriate ways and means of financing Chapter activities;
- Cooperate with the Secretary in keeping an accurate membership roll;
- Prepare monthly financial statements and reports of special projects;
- Encourage systematic savings--individual and Chapter.

Suggested Duties and Responsibilities of the Parliamentarian

The duties of the Parliamentarian include the following, to:

- Be prepared to advise the presiding officer and other Chapter members on points of parliamentary procedure;
- Have reference material pertaining to acceptable parliamentary procedure available;
- Be very alert and call attention to significant irregularities with thought about the fair and equal rights of all members;
- Assist Chapter members in understanding the fundamental purposes of parliamentary procedure;
- Follow **Robert's Rules of Order, Newly Revised**, as the final authority for procedures;
- Be dedicated to seeing that no business is conducted within the Chapter without the application of parliamentary procedure.

Suggested Duties and Responsibilities of the Historian

The duties of the Historian include the following, to:

- Seek, gather, and classify all Chapter news;
- Keep a cumulative file of clippings, pictures, charts, copies of special programs, etc., and assist in building a Chapter “Public Relations” manual;
- Assist in contacting and acquainting the editors of school and local newspapers with the aims, purposes, and activities of HOSA;
- Assist in planning, collecting, and arranging materials for Chapter exhibits to be used for publicity in various Chapter events;
- See that plaques, trophies, etc. following display are properly stored for safe keeping;
- Write a narrative of “Chapter Year,” share with the local Chapter, and add to the cumulative history notebook/folder at the end of the Chapter year.

Suggested Duties and Responsibilities of the Reporter

(If no Reporter, these become the responsibility of the Historian or chairman of the publicity committee)

The duties of the Reporter include the following, to:

- Prepare articles for publication in school, state, and national newspapers or newsletters;
- Contact and acquaint the editors of school and local newspapers with the aims and purposes of HOSA;
- Work with the Secretary in preparing and arranging materials for classroom and school bulletin boards;
- Prepare news and feature articles and send to the State Historian;
- Assist in planning, collecting, preparing, and arranging materials for Chapter exhibits to be used for publicity;
- Assist Historian in collection of printed articles to be saved and included in Activity Book and Chapter files.