



NEW YORK STATE HOSA FUTURE HEALTH PROFESSIONALS

State Officer Candidate Information 2022 - 2023



NYS HOSA

c/o Dr. Margaret Savitzky, Chairman@newyorkhosa.org

Table of Contents

“So You Want To Be A State HOSA Officer!”2-4

Regions Map.....5



“So You Want To Be A State HOSA Officer!”

It is not only an honor but also a great responsibility to be a State HOSA Officer. Once elected, there are high standards you must meet and uphold. You will travel, meet people, have new experiences, help train your fellow HOSA members, represent HOSA in various situations, work hard, and have a lot of fun. It will be a year you will never forget. As an officer, you must always remember that you have accepted a binding obligation and cannot relax your efforts until every duty has been fulfilled.

Who are the Officers?

The New York State Association of HOSA has the following officer positions: President, Senior Vice President, Secretary, Treasurer, Historian, Parliamentarian, a Regional Vice President for each designated region of the State and three Adult Post-Secondary Members-at-Large. Chapter delegates at the Annual Spring Conference elect the first six officers in a statewide election. The Regional Vice Presidents must live in the region the member represents. The delegates elect them from their region at the Annual Spring Conference. Adult/Post-Secondary delegates elect the Adult/Post-Secondary Members-at-Large.

Am I Eligible for State Office?

★ To be eligible for election to a State HOSA office a candidate must:

1. Be an active member in good standing of the HOSA Association and of the local HOSA Chapter.
2. Maintain good standing in school.
3. Be endorsed by the local HOSA Chapter, recommended by the local HOSA Chapter Advisor and the school principal or Occupational Director.
4. Be given approval by the parent or guardian, if secondary level, and as appropriate, if adult/post-secondary level.
5. File an application form according to specified procedure pages 5-7
6. Be enrolled in an approved Health Occupations Education program.
7. Show evidence of commitment to carry out responsibilities of the elected office of the Health Occupations/Science Education program, if appropriate.

Members of the Board and the current State Officers will present a slate of officers to be determined as per the NYS HOSA By-laws.

Winners of the election will be announced at that session and installed at the banquet at the Spring Leadership Conference.



The responsibilities of each office are listed below. In addition to those specific responsibilities, you will be expected to:

1. Attend New York State HOSA Leadership Training Program during the summer.
2. Participate in Fall Leadership Workshop Planning meeting.
3. Attend New York State HOSA Fall Leadership Conference.
4. Participate in joint mid-winter Executive Council /Board of Trustees Meeting.
5. Attend New York State HOSA Spring Leadership Conference.
6. Participate in Executive Council Meetings and any other meetings as called by the President.
7. Visit schools in your area and appear at functions when requested and per officer availability.

State Officers should be prepared for such expenses necessary to carry out obligations of their offices with assistance from Chapter, Region, and State HOSA (if treasury allows).

DUTIES OF THE PRESIDENT

It shall be the duty of the President to preside over the NYS Leadership Conferences, special meetings of the association, Student Executive Council meetings; to prepare the annual report; appoint all necessary special committees with chairpersons to be elected by the members of the respective committees, and work closely with the State Advisor and Board of Trustees to promote chapter and State Association activities and the program of work. The President or designee shall represent the Association in its official activities and business with other organizations and persons.

DUTIES OF THE SENIOR VICE PRESIDENT

It shall be the duty of the Senior Vice President to serve in any capacity as directed by the President; assume the duties of the President in the event that office becomes vacant; preside over Association meetings in the absence of the President; coordinate the activities of the Regional Vice Presidents; and serve as chairperson of the Nominating Committee.

DUTIES OF THE SECRETARY

It shall be the duty of the Secretary to record the proceedings of all general and Student Executive Council meetings of this Association; to compile the minutes and other records and reports; to file such minutes, records, and reports promptly to the State Advisor; to call the rolls of chapters, delegates, or members at all Association meetings; to serve the Association in any capacity as directed by the President.

DUTIES OF THE TREASURER

It shall be the duty of the Treasurer to assist the Executive Treasurer with the collection and deposit of dues and other receipts, deposits, and disbursements of Association funds; to assist in keeping accurate records of receipts, deposits, and disbursements; to provide a complete financial report for the Annual State Spring Leadership conference; to assist in preparing the annual financial statement of the Association; and to serve the Association in any capacity as directed by the President.



DUTIES OF THE HISTORIAN

It shall be the duty of the Historian to coordinate the public relations and publicity activities of the Association; to edit the state newsletter; to communicate all news and information about State Association activities to the national organization; to write, collect, compile articles, photographs, and other documents relating to the local chapter and Association activities during the term of office and prepare an official account of the Association; to serve the Association in any capacity as directed by the President.

DUTIES OF THE PARLIAMENTARIAN

It shall be the duty of the Parliamentarian to serve as an authority and consultant to the presiding officer at all Association meetings and rule on the points of order; call attention to all errors in procedure as observed; maintain for reference, and supply on demand suitable parliamentary references and the Association Bylaws; and to serve the Association in any capacity as directed by the President.

DUTIES OF THE ADULT/POST-SECONDARY MEMBERS-AT-LARGE

It shall be the duty of the Adult/Postsecondary Members-at-Large, to promote and develop this organization in adult/postsecondary programs throughout the State; to maintain focus on the needs and interests of the adult/postsecondary students in all organizational activities; and to serve the association in any capacity as directed by the President.

What is my Advisor expected to do?

Since the Advisor to each State HOSA Officer has shown interest in and approved the officer's candidacy, it is necessary to the welfare of the officer, and the Association that the Advisor continue active support of the officer. The Advisor will be expected to:

1. Work with the officer to insure all responsibilities are performed promptly and well, at the local, state, and national levels.
2. Make sure that adequate transportation to all State HOSA functions is provided for the officer.
3. Assist the officer in preparing and delivering speeches.
4. Accompany the State Officer to all Executive Council meetings and other official functions, and provide guidance and leadership throughout the year.
5. Be available to participate in Statewide HOSA activities at the request of the State Advisor.
6. The Advisors to the President and Senior Vice President, must be willing to serve as non-voting members of the Board of Trustees, and attend the New York State HOSA Leadership Training Week during the summer following the election.
7. The Advisor is required to assure the student is not transporting or in possession any substance not allowed at HOSA functions.

New York State HOSA Regional Map

Know your region!

