

**NEW YORK STATE HOSA FUTURE HEALTH PROFESSIONALS**

**State Officer Candidate Application**





NYS HOSA

c/o Dr. Margaret Savitzky Thomas Edison C.T.E. High School, 165-65 84th Avenue, Jamaica, NY 11432

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***“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 Occuaptions/Science Education program, if appropriate.

 Members of the Board and the current State Officers will present a slate of officers to be approved at the House of Delegates Meeting.

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



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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 availabilty.

 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 Annual State Spring Leadership Conference, 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 chair-person 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.



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***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 members 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 any substance not allowed at HOSA functions.

**NEW YORK STATE**

**HOSA – Future Health Professionals**

**State Officer Candidate** **Application**

Instructions: Please print or type carefully. Supply all information and signatures.

Send the completed application to: Thomas Edison C.T.E. High School, Dr. Margaret Savitzky,
165-65 84th Avenue, Jamaica, NY 11432

**Application is due no later than March 8, 2019**

##

## **Candidate Information PLEASE PRINT CLEARLY**

|  Name  | Date of Birth |
| --- | --- |
|  Home Address (Street/PO. Box)   | Apartment Number |
|  City | State | Zip Code | Telephone Number |
| School/Center Chapter Number |
| School/Center Street Address City Zip Code |
| Name of Advisor Region |
| Health Science Education Program/High School in which you are currently enrolled: |
| Expected Date of Program Completion:  | Grade in School: | Occupational Objective: |

**Office You Seek (please indicate first, second and third choice\*)**

|  President Senior Vice President Secretary Treasurer  Historian Parliamentarian Member-at-Large Adult/Post-SecondaryRegional Vice President for Region (See Regional Organization Map)  **NOTE: \*Candidate must be willing to accept nomination to an office position other than first and second choices, if requested by the Nominating Committee.** |
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**To the Parents/Guardians**

If your son or daughter should become a New York State HOSA Officer, your cooperation will be needed in carrying out the responsibilities of office. This may mean that your daughter or son will be away from home at times. The training and experience she/he will receive as an officer, however, will be most valuable. Please sign below indicating that you have read and understand the material in *"So You Want To Be A State HOSA Officer”* and that you fully approve of your daughter or son's candidacy.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parent or Guardian

| It is essential that you are aware of the importance of the Health Science Education instructor's/ HOSA Advisor role in helping a student to accomplish his/her responsibilities as a New York State HOSA State Officer. The advisor/chaperone is required to accompany student to all Executive Council functions and to provide transportation, guidance, supervision, and leadership throughout the year. The school district is responsible for travel expenses to and from meetings and conferences. Advisor overnight rooms and meal expense are to be covered by the school district unless included (unless they are covered by conference fees). If the school district defaults on required support of HOSA State Officers from their district, interfering with fulfillment of the duties of their position, rendering the student, “unable to serve”, the school is liable for expenses incurred by New York State HOSA for the state officer(s). (this could include but is not limited to: the cost of the uniform, room fees, manuals, etc).I certify that, in my opinion, the above designated student is qualified to hold a New York State HOSA office, and that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a Health Occupations Education Instructor/HOSA Advisor, will be permitted appropriate time to assist the candidate in carrying out the duties and responsibilities of this office.Signed: Date:  *High School Principal*Signed: Date:  *Occupational Education Director / Assistant Principal*  |
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 **To Principal and/or Occupational Education Director**

**To the Health Science Education Instructor /Advisor**

| I certify that, in my opinion, the above designated student is qualified to hold a State HOSA office, that she/he is duly enrolled in the Health Occupations/Science Education program or the high school/post secondary student interested in the health profession entitled: and maintaining a satisfactory average, that she/he is an active member of the local HOSA chapter, that I have read and understand the material in "So You Want To Be A State HOSA Officer."***(located on newyorkhosa.org website)*** The student's chapter endorses his/her candidacy, and that I accept the responsibilities of advisor to a State Officer, which includes accompanying the student to all Executive Council functions and providing guidance and leadership throughout the year.Signed: Date:  *HOSA Advisor* |
| --- |

| Health Occupations students accepting a state officer position must attend all executive council meetings throughout their term of office. Absenteeism from such meetings prevents the officer from effectively carrying out the functions of his/her official role. Therefore, any officer absent from the training session and two times from a scheduled meeting will be dismissed. The HOSA State Advisor will select a replacement with confirmation made by the HOSA Board of Trustees.*If during the term of office, the conduct of the HOSA Officer is questionable, the local sponsoring chapter advisor or Regional advisor may request the release of the officer from his/her office*. A written request will be presented to the New York State HOSA Board of Trustees for action. |
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**To the Candidate**

| I hereby agree to conduct myself at all times in a manner befitting an officer of New York State HOSA, to perform the duties and responsibilities of my office to the best of my ability and to work for the good of the New York State Association of HOSA. I have read and understand the material in *"So You Want To Be A State HOSA Officer."* I agree to accept the attendance and conduct codes.Signed: Date:  *Candidate*  |
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**New York State HOSA Regional Map**

