



# BECOMING A STATE OFFICER



WHAT TO EXPECT IF APPLYING

# Officer Commitments

- All officers must be a reflection of NJ HOSA and its diverse membership both in and out of uniform
- Required meeting attendance\*:
  - Monthly Executive Council Meetings
    - Typically on the first Friday of the month
    - The school should excuse the students and provide transportation
  - Additional required meetings are often held near conferences to prepare (virtual)
  - One-on-one or committee specific zoom meetings may also occur when necessary
- Officers attend and/or lead a total of 6 conferences\*:
  - Washington Leadership Academy - September (attend)
  - Fall Leadership Conference - October (lead)
  - Northern Regional Conference - January (lead)
  - Southern Regional Conference - Late January/Early February (lead)
  - State Leadership Conference - March (lead)
  - International Leadership Conference - June (attend)

\*Chapter Advisors must accompany their officers at all in-person activities if they are secondary students

\*\*Officer duties subject to change year over year

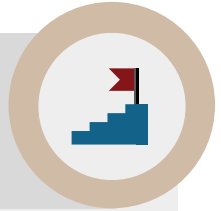
# PRESIDENT

- ★ Responsibilities:
  - Organize and **lead** monthly meetings
    - Create monthly agendas
  - Delegate tasks and **oversee** all committees
  - Serve as a primary contact point between advisors and council
  - Provide **guidance** and direct council activities
    - Hold one-on-one meetings throughout the year
- ★ May involve themselves in all of the committees as needed by committee heads
- ★ Tips:
  - Actively **consult** all other council members
  - **Create** distinct channels of communication
  - Be willing to **learn** from every task, no matter how small



# PRESIDENT-ELECT

MUST APPLY AS A  
SOPHOMORE OR FRESHMAN



- ★ Help with **planning** and successfully **executing**...
  - Fall Leadership Conference (FLC)
  - Southern Regional Conference (SRC)
  - Northern Regional Conference (NRC)
  - State Leadership Conference (SLC)
- ★ **Assist** the President
  - You will be trained by the President and staff for your term as the President
- ★ Serve on an **executive committee** based on interests & skill
- ★ **Tips:**
  - Be observant and willing to learn
  - Explore your leadership style
  - Find how you are most effective and can work with the team
  - Be proactive!

# NORTHERN REGIONAL VICE PRESIDENT



## ★ *Responsibilities*

- Facilitating **open communication** within the Northern region
- Keeping the president and executive council aware of HOSA activities within the Northern region
- **Provide assistance** to local HOSA chapters in the state and act as the bridge between members and the state office

## ★ *Committees*

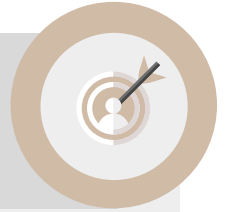
- **Member Engagement Committee** – bring the two regions together for chapter development & engagement

## ★ *Tips*

- **Do your research!** See which schools or organizations you can introduce NJ HOSA to and brainstorm ideas for ways to connect the two.
- **Establish a connection with the SRVP & PS/C VP!** You will be working very closely with them to develop the Northern, Southern, and Postsecondary/Collegiate sectors of NJ HOSA!
- **Always maintain communication with members!** Utilize your creativity to keep them engaged!



## SOUTHERN REGIONAL VICE PRESIDENT



### ★ Responsibilities:

- **Maintaining communications** between the local members in Southern Region and the SEC
- Gather and work to implement feedback from members

### ★ Committees:

- **Member Engagement Committee** – bring the two regions together for chapter development & engagement

### ★ Tips:

- Put yourself in the shoes of the membership to understand and meet their needs
- Be willing to work with the NRVP to maintain unity between the two regions
- Coordinate with the PSCVP to unite the secondary and post-secondary members
- Don't be afraid to explore and make the position your own!

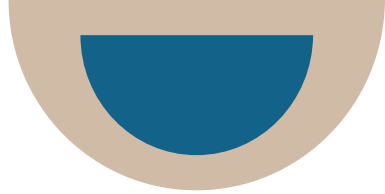
# SECRETARY

## ★ Responsibilities

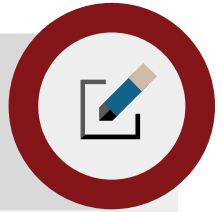
- Take **minutes** (written summary of meeting) on Executive Board Meetings
  - Organize relevant HOSA data into clear sections
  - Edit minutes during the revision portion of meetings for best accuracy
- Serve on an **executive committee** based on interest & skills
- **Coordinate communication** through emails and **create social media posts** for special events

## ★ Tips

- Make sure to be **punctual** in terms of submitting meeting minutes
  - Feel free to record meeting to go back and listen again
- Do not be afraid to **branch out** from what the stereotypical secretary role may seem like
- Each secretary has their own style of minutes, have fun finding yours!
  - Make sure that everything stays clear and concise



# PARLIAMENTARIAN



## ★ Responsibilities:

- Keeping meetings on time + on task
- Revising **bylaws** annually, typically voted on at FLC
- Facilitating proper use of parli pro during meetings
- Having RONR on hand if issues of parli pro arise

## ★ Serves on an **Executive Committee** based on your interest & skills

## ★ Tips:

- Know Robert's Rules of Order well enough to guide proper wording and ensure procedures for motions are facilitated correctly
- Familiarize yourself with the bylaws and have them on hand for quick reference
- Recognize that job title only makes up a small portion of your service to HOSA



# HISTORIAN

## ★ Responsibilities

- Prepare a state **newsletter** for local members three times a year (fall, winter, and spring/summer)
- Take **pictures** and **videos** of events throughout the year to engage on **social media**
- Keep records of news and important events to be used for the newsletter or other publications
- Assist or lead the video editing/production

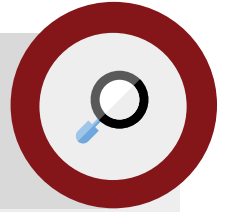
## ★ Committees

- Serve on an **executive committee** based on interests & skill

## ★ Tips

- Don't be afraid to get creative!
- Familiarize yourself with basic editing skills and software
  - Canva, iMovie, Final Cut Pro or Adobe Premiere Pro/Rush
- Get involved with different activities and projects
  - You can always do more than your set responsibilities

# MEMBER-AT-LARGE



## ★ Responsibilities:

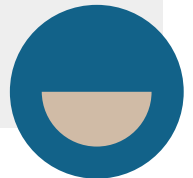
- **Facilitate communication** between the council and the general membership
- Gather and work to implement feedback from members
- Coordinate conference socials that drive **member participation**
- Assist the advisors with the **Chapter-at-Large** initiative

## ★ Committees:

- Serve on an **executive committee** based on interests & skill

## ★ Tips:

- Put yourself in the shoes of the membership to understand and meet their needs
- Don't be afraid to put yourself out there! Be social and make the members feel involved!
- Don't be limited by your position! You can always think of new ideas or help others out



# POSTSECONDARY/COLLEGIATE VICE PRESIDENT

- ★ Responsibilities:
  - Represent the **interests of all postsecondary/collegiate** NJ HOSA members
  - **Increase PS/C membership**, engagement, and communication
  - Develop **partnerships** and gather **career-focused opportunities** for members
  - Connect with NJ HOSA **alumni** members
  - Serve on an **executive committee** based on interests & skill
- ★ Tips:
  - **Be realistic.** Turn long-term goals into actionable items. Don't be afraid to start an initiative for future teams to build on.
  - **Rely on your team.** Together you can overcome any obstacle that comes your way, and believe me you'll definitely be facing them.
  - Your time is limited. You truly have the chance to exert an impact. Enjoy it.  
**Make the most of it.**





# THANK YOU

*WE HOPE TO SEE YOU APPLY!*



EMAIL US WITH ANY QUESTIONS!