

South Carolina HOSA Local Officer Training

2021 Fall Leadership
Conference



01.

LOCAL LEADERSHIP

02.

STATE LEADERSHIP

03.

PERSONAL DEVELOPMENT

An illustration on a blue background. On the left, a tall red ladder stands vertically. In the center, a dark blue rectangular box contains text. On the right, a white ladder is positioned vertically, with two stylized human figures climbing it. The figure at the top is reaching up to a red flag on a pole. The figure at the bottom is also climbing. The background features stylized light blue clouds.

Leadership and HOSA!

HOSA provides tomorrow's
healthcare industry leaders,
developing students into well-
prepared and passionate Future
Health Professionals!

01

Local Leadership

How to effectively lead a
local chapter to success!







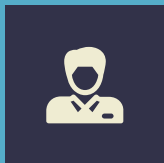
Local Officers

Local Officers are essential for the functioning of a chapter!

Local Officers:

- Take responsibility for chapter growth
 - Represent their school, their state, and HOSA - FHP
 - Develop themselves as leaders
 - Lead local chapter members!
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Local Officer Roles

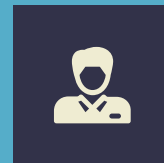


President

The president assumes responsibility of improving the organization and experience for members!

The President will:

- **Lead the organization**
- **Serve as representative of the organization**
- **Be knowledgeable of HOSA**
- **Work closely with Local Advisor**
- **Conduct/ Preside over meetings**
- **Appoint committees**



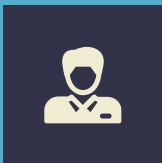
Vice-President

The Vice-President serves a critical role in the chapter by facilitating the program of work!

The Vice-President will:

- **Assist the President**
- **Organize and carry out chapter program of work**
- **Preside in the absence of President**
- **Assume responsibility for chapter meeting arrangements**

Local Officer Roles

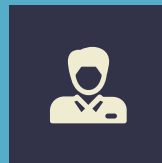


Secretary

The Secretary assists in the efficiency and organization of a chapter!

The Secretary will:

- Prepare and read minutes of previous meetings
- Prepare agendas
- Facilitate chapter communication
- Maintain membership list
- Maintain chapter records
- Cooperate with the treasurer



Treasurer

The Treasurer assists in the efficiency and organization of the chapter!

The Treasurer will:

- Act as custodian of chapter funds
- Keep financial records of the chapter
- Assist in preparing annual budget
- Assist in organizing how to fund to chapter activities
- Encourage chapter saving!
- Cooperate with the secretary

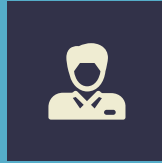
Local Officer Roles



Historian

The Historian gathers, classifies and records chapter history!

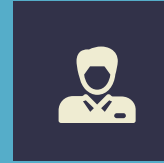
- **Classify all news**
- **Collect clippings, pictures, etc.**
- **Assist in creating publicity**
- **Write narrative "Chapter Year"**



Reporter

The Reporter manages chapter publicity!

- **Prepare news and feature articles on chapter**
- **Prepare materials for bulletin boards**
- **Prepare for chapter exhibits**



Parliamentarian

The Parliamentarian advises on proper Parliamentary procedure!

- **Have reference materials prepared**
- **Be very alert!**
- **Assist chapter members**

Accountability...




**Builds
Trust**

**Promotes
Ownership**

**Improves
Performance**

**Inspires
Confidence**



**So, How do
you work
together as an
officer team?**

Delegating Tasks and Teamwork



Work Together!

- Prevents over-commitment
- Builds trust, communication, and engagement
- Stimulates creativity and relationships
- Creates a positive culture

Committees!



- Committees formed to 'do the work' in a chapter!
- Standing and Special committees!
- Chairman and Secretary!
- Committee members !

Time Management



**Have a
Master To-
Do list**



**Prioritize
need-to-do
tasks**



**Categorize
and ration
tasks**



**Be
Consistent!**

Organization



Material Organization

Have a chapter google drive and officer emails!



Joint Calendar

Organizing dates and events!



Chapter Website

Or another hub of information for your members!

Running an Effective Meeting



Create an agenda to stay on track

Create post-meeting notes



Parliamentary Procedure to facilitate

Utilize Your Resources



Guides and Ideas

- HOSA Handbook
- HOSA Bylaws
- HOSA E-Magazine
- HOSA Video-Library
- Event Ideas on HOSA Website



Reach Out!

- Utilize schosa.org and hosa.org
- Email us!

Community Service



HOSA - Related

Be the Match
Fundraising and
Spreading Awareness



Food Drives

Collection of non
perishable food



School Drives

Collection of
school materials



Healthcare

Volunteer at clinics,
hospital, satellite
campuses, offices



Hands On

Habitat for Humanity
and Harvest Hope



Non-Emergent

Soup Kitchens and
Assisted Living
Homes

Running a Successful Fundraiser

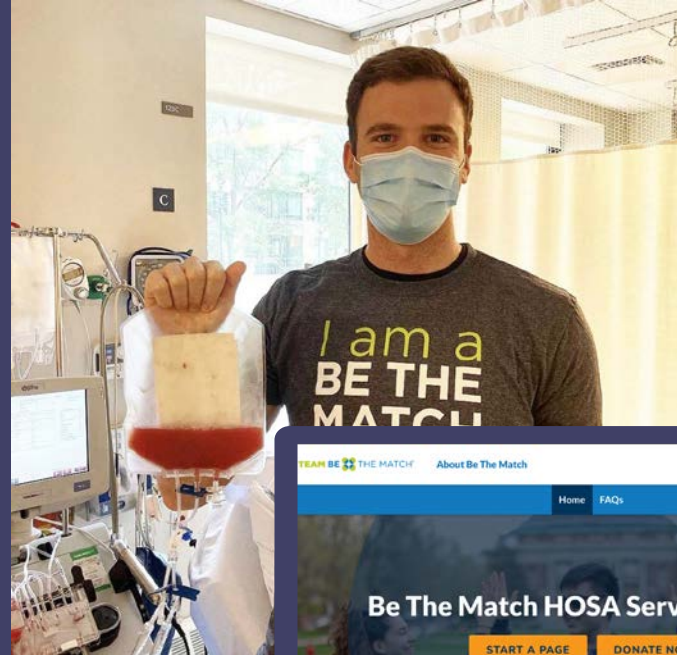


The Focus...

- Build relationships with potential donors
- Commit to the cause
- Resilience and Perseverance
- Creative thinking

Be The Match!

- Educate members on Be The Match and its mission!
- Create a chapter page at BeTheMatch.org/HOSAChapters
- Fundraising Events
- Swabbing Events
- Utilize bethematchhosa.org !



Promoting Conferences



- Provide guidance and resources
- Allocate funds to members
- Create opportunities for fundraising
- Events for competitive event practice!



02

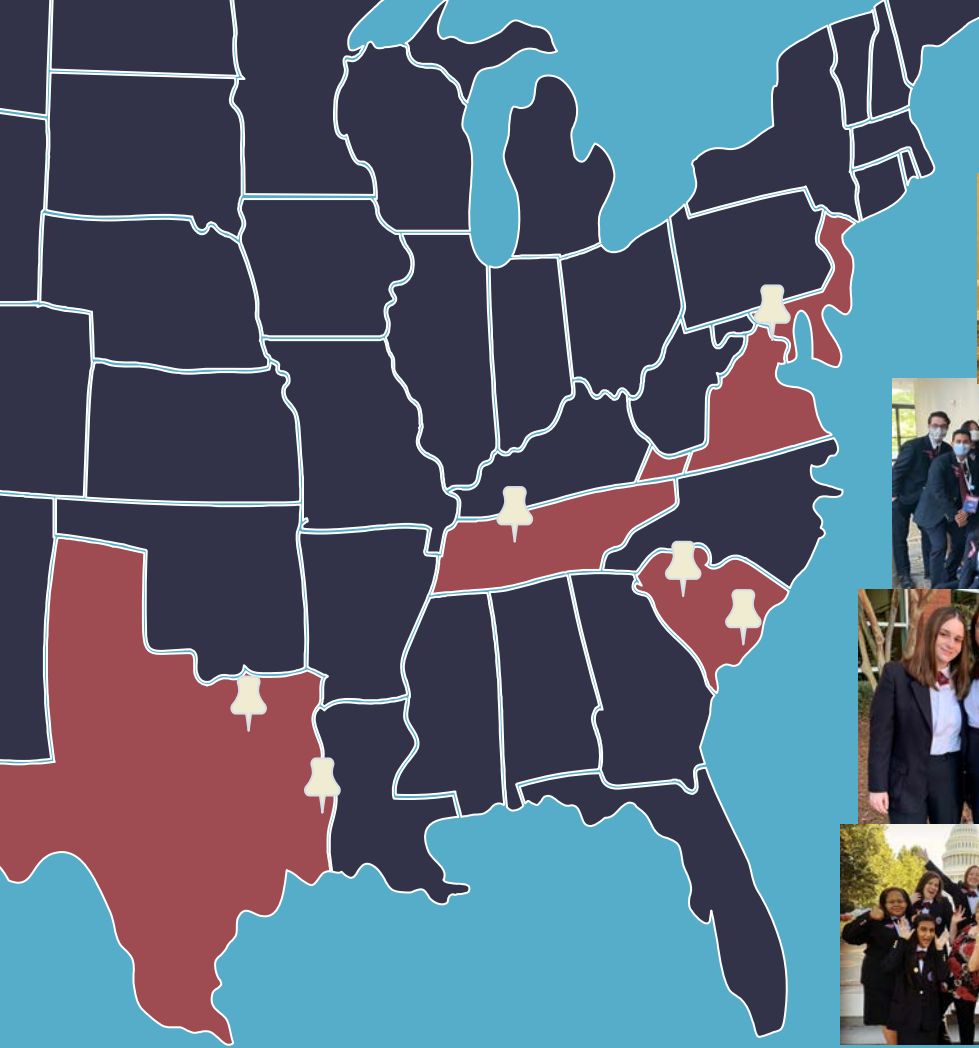
State Leadership

What to expect, qualities to have, and why to run for State Office!

2021-2022 State Officer Team



Oh The Places You'll Go



Why Should You Run for State Office?



Networking

Provides a nation wide network of peers who are passionate about HOSA!



Leadership

Lead South Carolina HOSA Events and Program of Work!



Development

Develop and refine teamwork and leadership skills!



Travel

Travel across the state and country!

Qualities Needed



What Makes a Good State Officer?

- Accountability
- Passion
- Perseverance
- Time Management
- Optimism
- Professionalism
- Willingness to Travel

The Application

Compile Forms

- State Officer Application- available Dec. 1,2021
- Pre-Screening
- Travel/Dress Code
- Nomination Support
- Letter of Commitment
- Code of Conduct

Letters of Recommendation

Two reference letters are required

- Local advisor
- A non-relative who can vouch for your dependability and dedication

Resume

One to two paragraphs, Includes:

- Number of years in HOSA
- HOSA Accomplishments
- Other Accomplishments

The Application

Transcript of Grades

Scholastic average of “B” or above for previous two semesters

Personal Statement

“How I plan to contribute if elected as an SC HOSA State Officer”

Headshot

Black and White or Color Headshot

Youtube Video

Your HOSA story and why you want to be an Officer !

December 1st

State Officer
Applications Released

To Be Announced

State Officer
Applications Due

The Interview...

Downtown Columbia

HOSA Attire/ Professional
Clothes

Written Test

A nominating committee will
present each candidate with
questions and slate will be
announced a few days later



The Campaign

At SLC and ONLY at SLC

Speeches given by each candidate

Voting delegates vote at Business
meeting

New Officers announced!

Running for International Executive Council



What comes next...

- Two secondary and two postsecondary candidates per state
- Must get approval from State Director
- Application, test, and interview to be slated
- Campaign !

03

Personal Development

How to develop your best
self!



How to Develop Yourself as a Leader



Where to Start ?

- Overcome Your Fears
- Ask for Feedback
- Accept Constructive Criticism
- Observe Others
- Actively learn new things

Three Key Personal Skills



Communication

Understand what others are feeling and convey your message with passion.



Relationships

Being honest, having a good sense of humor and being dependable.



Adaptability

Adaptability is your ability to be flexible and versatile in situations.

How to Effectively Communicate

- Actively listen
- Clear and concise language
- Intentional choices in language used
- Open-minded and honest
- Mindful of nonverbal body language and ques

How to Build Relationships & Adaptability

- Maintain a positive, growth mindset
- Be willing to make mistakes
- Learn from others - ask questions and for advice

Responding to Failure



Communicate Openly

Effectively
listen to others
and further
communicate
your own ideas



Think Critically

Use knowledge
to respond in
the best way



Take Responsibility

Learn from
mistakes and
build trust



Negotiate an Outcome

Work with
others to find
the right
solution that
will benefit
everyone

Servant Leadership



**Unselfish
Mindset**

Leadership *is*
service, think about
others!

**Create a
Welcoming
Culture**

Make everyone feel
valued!

**Behavior
of a Leader**

Lead by Example!



Lead By **EXAMPLE**



- Listen to and value **EVERYONE**
- Respect the Chain of Command
- Do your part
- Deliver!
- Resolve conflicts!

Leadership in HOSA





Reach Out!

Any questions now? Ask in the chat!

Our Emails

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Our Instagrams

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Morgan: [@morganccreighton](https://www.instagram.com/morganccreighton)

Asah: [@asahmayy](https://www.instagram.com/asahmayy)

Annika: [@nikkioliso](https://www.instagram.com/nikkioliso)

